



LOCAL PUBLIC BODY
LEAVE WITHOUT PAY (LWOP) TRANSMITTAL FORM

Please submit form with payment to your HR Department by: _____.

Agency Name: _____ Date: _____

HR Rep: _____ Contact Phone #: _____

Employee Name: _____ Employee ID #: _____

Month Ending: _____

HR Comments: _____

Type of leave employee is currently on:	Employee Portion Due	Agency Portion Due
Medical Tier		
Dental Tier		
Vision Tier		
Disability (self-pay premium)		N/A
Flexible Spending Account (FSA) Health Care		N/A
Flexible Spending Account (FSA) Dependent Care		N/A
Flexible Spending Account (FSA) Trans/Parking		N/A
Employee Supplemental Life AD&D		N/A
Dependent Life AD&D – Spouse/Domestic Partner		N/A
Dependent Life AD&D – Child(ren)		N/A
Admin Fee		
Total		
Total Amount Due (Must submit the exact amount)		

NO PERSONAL CHECKS: THE TOTAL AMOUNT DUE MAY BE ON ONE MONEY ORDER/CASHIERS CHECK. Make Payable to Agency. Please send payment to your HR Department.

Attention Employee: Failure to follow steps for payment may cause a delay AND may run the risk of losing benefits.

LEAVE WITHOUT PAY (LWOP): Employees on LWOP are responsible for paying 100% of the gross premium of all elected health benefit coverages in force.

FAMILY MEDICAL LEAVE (FML): Exceptions to the above is if an employee is on LWOP and on FML. The employee is responsible for paying **employee share** of the gross premium of all elected health benefit coverages in force. Employees are given a 30 day grace period from the end of each pay period to make payment.

Failure to submit payment by the due date will result in a loss of coverage. Certain situations allow re-enrollment. Please review the "Self-Pay Premium Situations" Section in the Risk Management Administrative Guide found at www.mybenefitsnm.com – Forms, Guidelines, and Policies.

DISABILITY: This includes employees receiving Disability benefits while on a LWOP status. Employees on Short-Term Disability must continue to pay their disability premium to be eligible for disability benefits. If keeping other benefits, employee is required to pay whatever premium is due. Once an employee has been approved and is receiving a Long-Term benefit, disability premiums are waived, but benefit premium payments must continue to be paid.