



OFFICE OF THE CHANCELLOR

## Cyclical Leave for AFSCME Employees FAQ and Informational Sheet

### Why am I receiving this?

You have been placed on a cyclical leave without pay with benefits. You will not be required to pay healthcare/insurance premiums while on this leave. Upon your return to work, outstanding insurance premiums will be collected from your first paycheck.

### For what premiums will I owe upon my return to work?

PEBTF premiums related to a percentage of pay will not be owed for healthcare, prescription, or supplemental benefits during your leave. If enrolled in the Choice PPO plan, you will owe premiums for coverage. You may also owe premiums for any buy-up coverages (dependent or prescription) or part-time coverages. Any voluntary insurances that you elected will also require premiums to be paid upon your return to work.

All premium amounts are listed on your pay statements. An electronic copy of your most recent pay statement can be found on ESS ([portal.passhe.edu](http://portal.passhe.edu)). If you are still unsure of your premium amounts, you may inquire with the benefits team for your university.

### What if I work a few days or receive pay from the university during my cyclical leave?

If you work/receive pay from your university during your cyclical leave, benefit premiums owed will be deducted from your paycheck.

### What if I do not return to work?

Depending upon the reason for not returning to work, you may be invoiced for the outstanding premiums or those premiums may be collected from your last paycheck upon separation of employment.