**Important Notice Regarding Your Health and Life Insurance Benefits While on Leave Without Pay**

If you qualify for **Leave Without Pay With Benefits and are enrolled in benefits,** your benefits continue and you are responsible to continue to pay for your benefits:

* The Pennsylvania Employees Benefits Trust Fund (PEBTF) will bill you monthly for any required employee contribution or buy-up. It is very important that you pay those bills timely to continue your health care benefits. If you do not pay those bills, your health care coverage **will be canceled** and you will be responsible to reimburse the PEBTF for any claims that you incurred. The monthly bills will include the employee contribution and any applicable plan or dependent buy-ups that are normally taken as payroll deductions. Questions on your required payments while on leave or the bill you receive should be directed to the PEBTF at 1.800.522.7279.
* If you wish you cancel your benefits, please contact the HR Service Center at 1.866.377.2672 or your HR office if your agency is not supported by the HR Service Center. You have 60 days from start of your Leave Without Pay to submit your paperwork to cancel your benefits.

If you qualify for **Leave Without Pay Without Benefits** and your entitlement to health care and group life insurance ends and:

* A COBRA continuation coverage notice will be sent to you by the PEBTF regarding your health benefits. This notice will specify the coverage available, monthly rates and billing procedures. You have 60 days from the date of the notice to elect COBRA coverage. Upon electing COBRA by the required deadline, coverage will be retroactive to the first day of your “without benefits” status. If you do not elect COBRA, the PEBTF will bill you for all claims paid after the date coverage ended.
* A conversion notice will be sent to you from the Commonwealth’s group life insurance (GLI) carrier, Metropolitan Life Insurance Company (MetLife), regarding your group life insurance policy. You have a 31-day period following the date of expiration or 15 days from the date of the conversion notice to apply for this coverage. If you have any questions regarding GLI, please contact MetLife’s Customer Service Department at 1.855.972.5433.