What Happens to Your Benefits When You Go on Unpaid Leave?

Medical, Dental, and Vision Coverage
- You can continue your coverage by making monthly after-tax payments to WageWorks. A payment information packet will be sent to you from WageWorks when your leave commences.
- You can cancel your coverage within 30 days of the effective date of your unpaid leave with coverage terminated as of the leave start date.
- You cannot change your medical plan coverage option (HMO, POS, etc.) unless you are moving outside your plan’s service area.
- You cannot change from individual to family coverage, nor remove dependents from coverage.
- You cannot enroll in coverage.

Life Insurance Coverage (Supplemental and Dependent)
- If you are already enrolled in dependent and/or supplemental life insurance coverage, you can continue your coverage by making monthly payments to WageWorks.
- You can enroll in or increase your dependent and/or supplemental life insurance coverage any time provided you are actively at work at the time coverage goes into effect. Approval from MetLife may be required for supplemental and spouse/domestic partner life coverage.
- You can decrease or cancel your dependent and/or supplemental life insurance at any time by submitting a written request to Benefits.
- You can change your life insurance beneficiaries at any time by calling Benefits to request a MetLife Beneficiary Designation Form, or download it from HARVie. The completed form should be mailed to Benefits.

Long Term Disability (LTD) Coverage
- If you are already enrolled in LTD, you can continue your coverage by making monthly payments to WageWorks.
- You can cancel your LTD coverage at any time by contacting Benefits. If you cancel your coverage and decide to re-enroll at a later date, approval from Liberty Life Assurance of Boston may be required.

Flexible Spending Accounts (FSA)
- Your FSA deductions will stop because you will not be receiving a paycheck from which pre-tax deductions can be made.
- Deductions will resume automatically if you return to work in the same calendar year. The per pay period deduction will be based on the number of remaining pay periods and your total Health and/or Dependent Care FSA election(s) for that calendar year.
- Deductions will not resume automatically if you return to work during a calendar year other than the one in which your leave began. You must make a new election within 30 days of your return in order to participate in a Health and/or Dependent Care FSA.
- You can cancel your FSA coverage(s) as of the effective date of your leave.

Health Savings Account (HSA)
- Your HSA deductions will stop because you will not be receiving a paycheck from which pre-tax deductions can be made.
- Deductions will resume automatically if you return to work in the same calendar year. The per paycheck deduction will be based on the number of remaining pay periods and your total HSA election for that calendar year.

Continued on back
WHAT HAPPENS to your benefits WHEN you go on unpaid leave?

Health Savings Account (HSA) (cont.)
- Deductions will not resume automatically if you return to work during a calendar year other than the one in which your leave began. You must make a new election when you return in order to participate in an HSA.
- You can make changes to your HSA election at any time by contacting Benefits. Changes will be effective the first of the month following the date of your new election.

Hyatt Legal Plan
- If you are enrolled in the Hyatt Legal plan, you cannot cancel coverage at this time. You will make monthly payments to WageWorks.
- Changes to the legal plan can only be made during the Annual Open Enrollment period which typically takes place during the fall with changes effective on January 1st of the upcoming year.

Retirement Benefits and Beneficiaries
- The retirement plan contributions that Harvard makes on your behalf will stop as you have no pensionable earnings.
- Your TDA contributions will stop because you will not have a paycheck from which payroll deductions can be made.
- Call the Harvard University Retirement Center (HURC) at 1-800-527-1398 for information on updating your retirement plan beneficiaries.

Next Steps
- A packet will be mailed to your home address once your department enters your unpaid leave into PeopleSoft.
- If you wish to make eligible changes to your benefits, indicate the changes on the Confirmation of Elections Form, sign and date the form, and return it to the Benefits Office.
- Send payments for the benefits you keep to WageWorks. Failure to make timely payments will result in cancellation.

Important Information
- All benefit changes must be made within 30 days of the date your leave of absence commences. Changes will be retroactive to that date and you will be reimbursed any overpaid premiums if cancelling coverage.
- More detailed information and forms mentioned here can be found on HARVie at hr.harvard.edu. Click on the Health & Welfare link.
- You can contact WageWorks at 800-462-2235.

Questions?
If you have questions about “What Happens When...” contact:

Harvard University Benefits:
114 Mt. Auburn Street 4th Floor Cambridge, MA 02138
Phone: 617-496-4001 Fax: 617-496-3000 Email: benefits@harvard.edu

Hours of Operation
Phone: M-T-Th-F 9:00am to 5:00pm W: 10:00am to 5:00pm Walk-in: M-Th 11:00am to 3:00pm
Closed Fridays for walk-ins

This summary of Harvard’s benefit policies has been designed to acquaint you with features of the plans. Every attempt has been made to summarize these programs and policies accurately; however, this summary is not designed to serve as your reference for the details of these benefits. The benefit plan documents, copies of which are available through Harvard Benefits, contain more detailed information about the benefits described in this summary. The actual provisions of each benefit plan will govern if there is any inconsistency between this summary and Harvard University’s formal policies or contracts. This summary does not constitute a contract for any benefit. Harvard University reserves the right to modify or terminate its benefit plans.
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