



**EMPLOYEE BENEFITS BUREAU: LEAVE WITHOUT PAY (LWOP) BENEFIT PREMIUM TRANSMITTAL FORM**

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

State Agency Name: \_\_\_\_\_ Date: \_\_\_\_\_

HR Rep: \_\_\_\_\_ Contact Phone #: \_\_\_\_\_

Employee Name: \_\_\_\_\_ Employee ID #: \_\_\_\_\_

Pay Period Ending(s): \_\_\_\_\_

HR Comments: \_\_\_\_\_

Type of leave employee is currently on:	Employee Portion Due	State Portion Due
Medical Tier		
Delta Dental Tier		
Davis 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		
<b>Total Amount Due (Must submit the exact amount)</b>		

**NO PERSONAL CHECKS; THE TOTAL AMOUNT DUE MAY BE ON ONE MONEY ORDER/CASHIERS CHECK AND MADE PAYABLE TO RISK MANAGEMENT DIVISION.** Please send payment to your HR Department.

**LEAVE WITHOUT PAY (LWOP):** Employees on LWOP are responsible for paying 100% of the gross premium of all elected health benefit coverages in force. Premium payment is due by the Friday following the end of the pay period.

**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](http://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.