

**AMERICAN LIBRARY ASSOCIATION
PERSONNEL POLICY MANUAL**

Item Number 405

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INSURANCE AND RETIREMENT PLAN
COVERAGE WHILE ON LEAVE OF ABSENCE

Revised 4/1/98

Insurance Plans Health, Dental, Life, and Disability (While on Leave of
Absence)

Family and Medical Leave Act

Regular Employees who are on leave for reasons that qualify under the Family and Medical Leave Act ("FMLA") shall continue to receive all coverage that was in effect at the start of the leave. During any portion of the FMLA leave that the regular employee is entitled to paid leave under the ALA's FMLA policy (See Policy No. 306-1), employee contributions will continue to be deducted from the employee's pay. For any portion of the FMLA leave which is unpaid under the ALA's FMLA policy, the regular employee will be required to prepay any contributions that would normally be deducted from their paychecks, during their leave.

Non-FMLA Leave of Absence With Pay

All coverage that was in effect at the start of the leave will remain in effect. Employee contributions will continue to be deducted from employee's pay.

Non-FMLA Leave of Absence Without Pay - 30 Days or Less

All coverage that was in effect at the start of the leave will remain in effect. Employees will be required to prepay any contributions that would normally be deducted from their paychecks had they not been on an unpaid leave of absence.

Non-FMLA Leave of Absence Without Pay - Over 30 Days

All coverage will cease to be in effect after the first 30 calendar days of absence. In order to continue insurance coverage past the first 30 days while on leave of absence, employees must pre-pay the total premium for each insurance plan they wish to remain in effect. ALA will make no contribution.

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An employee who does not maintain coverage must furnish evidence of insurability to re-enter the insurance plans. To re-enter a health maintenance organization, the employee must wait for an open enrollment period.

Retirement Plan Contributions

During leave of absence on part or full pay, ALA will continue contributions on the basis of full compensation if the participant does likewise. During a leave of absence with no pay, ALA will not make contributions to the retirement plan.