

MEMORANDUM

State of Alaska
Department of Administration

To: Dianne Kiesel
Director
Personnel and Labor Relations

Date: August 18, 2006

From: 
Traci Carpenter
Director
Division of Retirement & Benefits

Phone: 465 4817

Subject: LWOP Policy for
Health Insurance
Eligibility for Select
Benefits Participants

This memorandum is written to provide a uniform policy for state agency human resource staff in determining when leave-without-pay (LWOP) affects a new employee's 30 day period for eligibility for health insurance coverage. This policy is specific to participants of the Select Benefits Insurance Plan.

Health coverage under the Select Benefits plan begins on the 31st consecutive day an employee is at work in pay status. LWOP that equates to an entire work day, generally 7.5 hours, should be considered as an interruption in the consecutive day requirement and the 30-day period should be reset. To further clarify, a person that has some LWOP during a work day but has also performed work for compensation on that same day should be considered as having been in pay status and the day will be counted as a consecutive work day.

If you have any questions, please contact me or the Division's Benefits Manager, Freda Miller.

Cc: Scott J. Nordstrand, Commissioner
Melanie Millhorn, Deputy Commissioner
Freda Miller, Benefits Manager, DRB
Kim Garner, Director, Finance
Kathy Lea, Retirement Manager, DRB
Teri Hill, Technical Services, Personnel
Virginia Ragle, AAG, Law

SOA DOA Personnel
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Director's Office