



TO: INSURED EMPLOYEES ON APPROVED LEAVE OF ABSENCE DUE TO PERSONAL ILLNESS/INJURY (INCLUDING CLAIMS FOR INDUSTRIAL ACCIDENT)
FROM: The Group Insurance Commission
RE: Application to Continue Part Cost Premiums

This Application for Reduction of Monthly Premium (Form 11) is required for all insured employees who are on approved leave of absence due to:

- Maternity
- Personal illness
- Workers Compensation/Industrial Accident

Approval of this application by the GIC will entitle you to continue part cost premiums for your group insurance coverage; this is the premium that is normally deducted from your salary.

While you are on this approved leave of absence your monthly group insurance premiums are usually not payroll deducted and you are required to remit payment directly to the GIC.

If the leave of absence is NOT approved by the Agency Head, you will be billed at the full cost premium.

THE FOLLOWING FOUR ITEMS MUST BE RETURNED TOGETHER. INCOMPLETE APPLICATIONS WILL NOT BE PROCESSED.

1. Page one: Completed by you, the employee
2. Page two: Completed by you and the Agency Head
3. Page three: Completed by your physician
4. Letter approving Leave of Absence: Completed by your Agency Head

SECTION ONE (To Be Completed by Employee)

Name	GIC ID NO. (usually Social Security no.)		
	—	—	
Street Address	City	State	Zip
Date of Birth	Home Telephone No.		
	()	—	
Place of Employment	Occupation		
Last Day of Work	Expected Date of Return to Work		
Nature of Illness or Injury			

I hereby certify under the pains and penalties of perjury that I am not entitled to receive any salary, wages or other compensation from my employer and my absence is due to my own illness, or injury, and NOT the illness or injury of another person. I understand that this application shall not create an insurable interest or otherwise reinstate coverage which has been terminated. I also understand that any leave which is granted to me will be subject to periodic review by the Group Insurance Commission.

Signature of Employee _____ Date _____

SECTION TWO (To Be Completed by Agency Head/Employee)

AGENCY MUST ENCLOSE A COPY OF LETTER GRANTING LEAVE OF ABSENCE TO EMPLOYEE

1. Is this employee on Approved Leave of Absence due to Illness or Injury? Yes No

If yes, reason: Illness Injury Maternity Worker's Compensation/Industrial Accident

Duration of Leave From: _____ To: _____
PROVIDE SPECIFIC DATES ONLY Month/Day/Year Month/Day/Year

2. Balance of: Vac. Days Pers. Days Sick Days Comp. Days

3. Last Day Employee on Payroll _____

4. Does the employee hold a Civil Service position? Yes No Does Not Apply to Agency

If yes or does not apply to agency, continue to number 5.

If no, please complete the following:

It is hereby agreed that _____ will be reappointed to his/her current
(print name of employee)
position of _____, if it is available, or to a similar position to which
he/she is entitled upon return from his/her medical leave of absence.

Signature of Agency Head/Department Head

Date

I hereby agree to return to work in my current position, or a similar position, or to a position to which I am otherwise entitled at the conclusion of such leave of absence.

Signature of Employee

Date

5. Briefly describe the Employee's job duties:

6. Please complete the following information:

Name of Agency Head _____ Title _____

Telephone Number () _____

Signature of Agency Head/Department Head

Date

SECTION FOUR (FOR GIC USE ONLY)

VALIDATION
INFORMATION

Employee's Coverage _____ Effective Date _____

Agency _____ Division _____

APPROVAL/DISAPPROVAL
INFORMATION

Approval From _____ To _____

Disapproval reason _____

Reviewed by _____ GIC Supervisor _____ Date _____

COMMENTS

