



Atrium Health

Your Benefits While on Leave

At Atrium Health, we care about your physical, financial and personal health of you and your family. We understand that taking a leave of absence (leave) is an important time and you may have questions about what to expect during this time. Please use this Guide to ensure you have the information you need to make important decisions and are informed about expectations while you are away from work.

What to Expect While on a Leave of Absence

You, our Teammate, and Atrium Health have shared responsibilities while you are on a leave of absence. Please carefully review the information listed below to ensure you understand what the roles and responsibilities are during your leave. Should you have any questions, please do not hesitate to reach out to HR Leave Administration (HRLA) at 704-631-1500.

Prior to Your Leave Checklist

- Update contact information in LeavePro and CORE Connect, if needed
- Ensure you have submitted the required documents for your leave
- If eligible, apply for Short-Term Disability (STD) through MetLife as outlined on your leave approval letter
- Make arrangements to pay for benefits while on leave to ensure no disruption in coverage:
 - o Teammates will receive a benefit billing statement that details their current balance. Upon their return, teammates' benefit deductions will be updated to include owed amounts that have accumulated. Owed deductions for core benefits will be split over an approximate four pay periods and additional benefits will be collected at one time to prevent any delay in claims processing.
 - Additional Benefits Carriers will contact you to set up Continuation of Coverage as direct bill (Legal, Identity Protection, Pet Insurance) within 45 days. Teammates must set up payment with carriers or coverage will be dropped. Additional benefits will remain on direct bill and payroll deductions will not start upon a return from leave.
 - Teammates have the option to cancel additional benefits (Legal, Identity Protection, Pet Insurance, Critical Illness, Hospital Admission, and/or Accident Insurance) **before** leave by contacting the Benefit Service Center at 704-631-1500 Option 1. **Please note that a Qualifying Life Event (birth, marriage, etc.) is needed to reenroll in these benefits prior to Open Enrollment.**

Important Information

Your Pay While on Leave	<ul style="list-style-type: none">Once you have been approved for Short Term Disability from MetLife, you will no longer receive pay from Atrium Health. You can expect to receive a check weekly from MetLife in the amount of 60% of your base salary. <p>PLEASE NOTE: Benefits deductions will not be deducted from your STD payment.</p>
What Happens When You Return	<ul style="list-style-type: none">Once Benefits Administration has been notified that you have returned from leave, your benefit deductions for Core benefits and Voluntary Life Insurances will begin payroll deduction. Owed deductions for core benefits will be split over an approximate four pay periods and additional benefits will be collected at one time to prevent any delay in claims processing.
What Happens if You Don't Return	<ul style="list-style-type: none">Should you not return and ultimately employment is terminated, you will receive a COBRA packet in the mail within 4 weeks.All Additional Benefits are individual policies and arrangements on continuing coverage or making any changes should be handled with the carriers directly.
How to Handle Open Enrollment	<p>During Open Enrollment, you can enroll in your Core Benefits (Medical, Dental Vision, Health Savings Account and applicable Spending Accounts)</p> <ul style="list-style-type: none">You cannot enroll in Additional Benefits until your return from Leave. Once you return, you may enroll in your Additional Benefits within 31 days by following this link https://teammates.atriumhealth.org/2023-compensation-and-benefits/2023-greater-charlotte-compensation-and-benefits/2023-charlotte-parental-benefitsTo view Open Enrollment materials and to enroll, go to https://teammates.atriumhealth.org/2023-compensation-and-benefits/2023-open-enrollment
Questions?	<p>Call the Benefits Service Center at 704-631-1500 Contact the HR Service Center Online Contact HRLA at 704-631-1500</p>

