

<b>FINANCE</b>  <b>PROCEDURE</b>  <b>MANUAL</b>	<b>TITLE:</b> Insurance Processing – Employees on Non-Paid Leave	
	<b>NUMBER:</b> FIN-ACG-002	<b>VERSION:</b> 01
	<b>ISSUED DATE:</b> 9/8/2009	<b>REVISION DATE:</b> 2/8/2013

➤ **Purpose:**

To account for the notification and collection of insurance premiums from employees on non-paid leave.

➤ **Definitions:**

**Family and Medical Leave Act (FMLA):** Federal law that states covered employers must grant an eligible employee up to a total of 12 workweeks of unpaid leave during any 12-month period for one or more of the following reasons:

- for the birth and care of the newborn child of the employee;
- for placement with the employee of a son or daughter for adoption or foster care;
- to care for an immediate family member (spouse, child, or parent) with a serious health condition; or
- to take medical leave when the employee is unable to work because of a serious health condition.

**30 Day Grace Period:** 30 days from the first (1<sup>st</sup>) of the month.

➤ **Responsibility:**

**Human Resources:** Administers the enrollment process.

**Payroll:** Administers the receipt of the premium.

➤ **Procedure Details:**

1. Human Resources will inform Employee on extended leave (FMLA) of their option to retain health, dental, and life insurance by paying premiums directly to the college.
2. Employee is notified that premiums are due on the first (1<sup>st</sup>) of each month.
3. Accounting Associate in Payroll processes premium payment at the applicable rate for the insurance coverage chosen.
4. Late payments will be accepted within a thirty (30) day grace period.

➤ **References:**

Accounting Manual for Florida's College System:

[http://www.palmbeachstate.edu/finance/Documents/State\\_of\\_FL\\_Acctg\\_Manual.pdf](http://www.palmbeachstate.edu/finance/Documents/State_of_FL_Acctg_Manual.pdf)

College Board Policy: 6Hx-18-5.131

<http://www.palmbeachstate.edu/boardoftrustees/documents/BoardPolicies/Section5/5.131.pdf>

Family and Medical Leave Act (FMLA):

<http://www.dol.gov/whd/fmla/>