

## Medical and Dependent Care Leave of Absence Benefits Checklist

While away from work on an approved medical leave of absence, below is a list of benefits and their status during this leave.

**\*\*For benefits that do not continue during the leave, you will have to re-enroll within 30 days of your return to work by visiting [www.hopkinsbenefits.org](http://www.hopkinsbenefits.org). Evidence of Insurability may be required for some benefits.\*\***

Benefit	Can this coverage continue during LOA?	Details	Contact Numbers
Medical, Dental, Vision, Prescription	Yes	Hopkins will continue to pay the employer portion during the LOA. To maintain coverage, the employee must continue to pay his/her portion of the premium.	HR Solution Center 443-997-5400
Basic Life/AD&D	Yes	Coverage continues throughout the LOA.	HR Solution Center 443-997-5400
Supplemental Life	Yes	To maintain coverage, the employee must continue to pay his/her portion of the premium. For LTD claims, premium must be paid until MetLife approves waiver of premium.	Contact MetLife at 800-438-6388 to discuss conversion and portability options.
Dependent Life	Yes	To maintain coverage, the employee must continue to pay his/her portion of the premium.	Contact MetLife at 800-438-6388 to discuss conversion and portability options.
Short-Term Disability	No	Coverage ends on the last day the employee is actively at work. This does not affect the open STD claim.	HR Solution Center 443-997-5400
Long-Term Disability	Yes	To maintain coverage, the employee must continue to pay his/her portion of the premium. For LTD claims, premium must be paid until MetLife approves waiver of premium.	HR Solution Center 443-997-5400
Long Term Care	No	Contact vendor to discuss direct billing options.	Unum 800-227-4165
Flexible Spending Accounts	No	Coverage ends the last day the employee is actively at work.	HR Solution Center 443-997-5400
Tuition Reimbursement	No		HR Solution Center 443-997-5400
Pre-Paid Legal	No	Contact vendor for direct billing options.	Hyatt Legal Plans 800-821-6400
Aflac	No	Contact vendor for direct billing options.	Aflac 800-433-3036
MetLife (Home, Auto, Pet)	No	Contact vendor for direct billing options.	Met Life 800-438-6388
PTO and Holidays	No	PTO and holidays do not accrue during the LOA.	HR Solution Center 443-997-5400
Group Whole Life	No	Contact vendor for direct billing options.	Unum 800-635-5597
Group Accident	No	Contact vendor for direct billing options.	Unum 800-635-5597