

City of Madison
APPLICATION FOR LEAVE OF ABSENCE WITHOUT PAY
or MEDICAL/DISABILITY LEAVE WITHOUT PAY

Employee: Submit Application to Department/Division Head.

HR approval for longer leave needed in accordance with APM 2-31.

For Medical/Disability Leave Without Pay, submit supporting medical documentation to Human Resources.

Employee Name _____ Telephone _____

Position Title _____ Department _____

[illegible]

Benefits at a Glance:

Benefit	Billing	If payment is not received by due date
Health Insurance	Billed on 1st pay day of each month to home address for next month's coverage. Payment is due 2 weeks from date of bill.	Cancellation
Life Insurance	Billed on 1st pay day of each month to home address for current month's coverage. Payment is due 2 weeks from date of bill.	Cancellation
Dental/Vision Insurance	Billed on 2nd pay day of each month to home address for next month's coverage. Payment is due 2 weeks from date of bill.	Cancellation
Flexible Spending (Health and/or Dependent)	No Bill. Per pay period amount is automatically adjusted based on the number of remaining pay periods and annual election amount.	Employee must contact HR or City Payroll if not returning to work within calendar year
Income Continuation (Wage Insurance)	No bill and no coverage if leave is not medical. Coverage is cancelled for a non-medical leave or upon entering Layoff status.	N/A

Benefits in Detail:

Health Insurance: You will receive a monthly bill sent to your home address from Central Payroll. You will be billed the employee portion while on a qualified medical leave. *If your leave of absence is not medically related, you may be responsible for the entire premium.* Premiums are due two weeks from the date of the bill for the following month's coverage. Bills are usually sent out on the first pay date of each month. Please contact HR at 608-266-4615 or Payroll at 608-266-4677 with any questions or if you do not intend to retain coverage.

Life Insurance: You will receive a monthly bill sent to your home address from Central Payroll. You will be billed the entire monthly premium while on leave. Premiums are due two weeks from the date of the bill for the current month's coverage. Bills are usually sent out on the first pay date of each month. Please contact HR at 608-266-4615 or Payroll at 608-266-4027 with any questions.

Dental/Vision Insurance: You will receive a monthly bill sent to your home address from Central Payroll. You will be billed the entire monthly premium while on leave. Premiums are due two weeks from the date of the bill for the following month's coverage. Bills are usually sent out on the second paycheck date of each month. Please contact HR at 608-266-4615 or Payroll at 608-266-4522 with any questions or if you do not intend to retain coverage.

Flex Medical/Dependent: Please contact HR at 608-266-4615 to discuss your options. By default, we will automatically adjust your per pay period amount based on the number of remaining pay periods and your total annual election. For questions regarding this change, please contact Payroll at 608-267-8659.

Disability Wage Insurance: We do not bill for disability wage insurance. If your leave is not medically related or you are in layoff status, you will not have coverage. Please contact HR at 608-266-4615 or Payroll at 608-266-4027 with any questions.

If benefits are cancelled it will be your responsibility to contact HR to complete re-enrollment paperwork within 30 days of returning to work. If you do not re-enroll within 30 days, you will not have another opportunity to enroll until the next open enrollment period unless you have a qualifying event.

For general assistance, you may also reach out to benefits@cityofmadison.com and/or payroll@cityofmadison.com.