



Position Leave

A Position Leave is a leave of absence for a period of up to six months while your department holds your job.

The benefits listed may be affected by a position leave if you were enrolled prior to the leave. When you return from your leave, prior benefit levels resume.

[accordion]

Health Plan

Contract College

On a Position Leave provided you continue to receive pay, deductions will be taken from your paycheck. On a Position Leave not receiving pay, your medical coverage is **automatically continued** and you will be automatically billed monthly by the New York State Department of Civil Service for both the employee and employer share of the premiums (full cost). When the position leave period ends and you return to work, health insurance deductions will begin to be taken from your paycheck. Contact Benefit Services at (607) 255-3936 to further discuss these options.

Endowed

On a Position Leave provided you continue to receive pay, deductions will be taken from your paycheck. On a Position Leave not receiving pay, your medical coverage is **automatically continued** provided you pay the full employee and employer share of the premiums (full cost) while you are on leave. You will be billed on a monthly basis from PayFlex. If you wish to cancel coverage while on leave without pay or have any questions on the billing process, please contact Benefit Services at (607) 255-3936.

Dental Plan

Contract College

Dental insurance does not continue while on unpaid leave status. Your coverage will terminate 28 days past the last day of the biweekly pay period in which you work. You will receive a COBRA continuation notice shortly after your leave begins. You are able to continue the EmblemHealth Preferred Dental Plan on a month-to-month basis for up to 36 months by enrolling in COBRA through the NYS Department of Civil Service.

Endowed

Your existing dental insurance coverage will be maintained during the leave period provided you continue to pay the employee share of the premium. PayFlex is the company that bills for Cornell's insurance coverage and PayFlex will bill you on a monthly basis. The first bill will include all premiums due from your start date in leave without pay status through the current coverage period. If you wish to cancel coverage while on leave without pay or have any questions on the billing process, please contact Benefit Services at (607) 255-3936.

Insurance

Life Insurance

Your basic life will be continued at no cost while on an unpaid leave. CIGNA Group Insurance will bill you for any Group Universal Life insurance coverage that you may have.

Long Term Care Insurance

CNA will bill you for the premium if you are on unpaid leave. Those enrolled in a plan with RetirementGuard will continue to be direct billed.

Personal Accident Insurance

CIGNA group insurance will bil you for any personal accident coverage that you may have.

Auto, Home and Pet Insurance

Mercer Voluntary Benefits will bill you in advance for the premium if you are on an unpaid leave.

Retirement

No university contributions will be made if you are on an unpaid leave.

Savings

Flexible Spending Accounts

You are eligible to continue your participation as described under Leaving Cornell or Taking a Leave Without Pay during the Plan Year section of the Flexible Spending Accounts Plan Booklet.

NY's 529 College Savings Program

While on unpaid leave, if you wish to continue to make contributions, you will need to contact UPromise to discuss your options. If you are on paid leave, payroll deductions will continue.

Disabilities Benefits

You are NOT eligible.

Faculty and Staff Assistance Program (FSAP)

You are NOT eligible.

Educational Benefits

Cornell Children's Tuition Scholarship (CCTS)

CCTS will continue through the term in which your unpaid leave commences.

Employee Degree Program (EDP)

You are NOT eligible.

Extramural Study

You are NOT eligible.

Tuition Aid

You are NOT eligible.

[accordion]

