

LEAVE OF ABSENCE



Things to consider when you are NOT able to perform your work

FMLA • Workers' Compensation
Pregnancy Leave • Maternity/Paternity Leave
Personal Leave • Military Leave • PFML
Administrative Leave • Unpaid Leave

If you will be off work for 4 or more days or on an intermittent basis for any reason:

- Notify your supervisor and Human Resources to determine the type of leave being requested
- Submit a leave application to Human Resources for review
- Provide additional documentation to Human Resources, if required

Leave applications are subject to approval.

Your Responsibilities

- Please remember it's your responsibility to stay in contact with Human Resources and your supervisor while you are away from work. Based on the reason for the leave, Human Resources will determine how often you will need to keep in contact.
- Ensure your time entry is reported accurately.

Please contact Leave of Absence HR Analyst Christy Young at 425-452-4388

If your leave is planned in advance: If applicable, please enter your sick/vacation time into MySelf Service, or the timekeeping system your department uses, beforehand and coordinate any future entry with Payroll by calling 425-452-5257 or 425-452-7652.

If your leave is unplanned: If applicable please enter your time into MySelf Service at myself.bellevuewa.gov/jde. If you are unable to enter your sick/vacation time, please contact Payroll at 425-452-5257 or 425-452-7652.

Health Coverage while on leave

If you are enrolled in Health Coverage you are eligible for continued medical, dental and vision coverage in the following circumstances:

1. It is required by law (e.g. Family Medical Leave (FMLA), Washington Paid Family and Medical Leave (PFML)). Continuation of benefits during such leave runs concurrently with, but is not necessarily limited by, the six-month time frame in 2.
2. While on approved continuous leave (paid or unpaid) for up to six-months. This provision does not apply to Personal or Military Leaves.
3. For the calendar month immediately following any month in which an employee is in paid status (including pay for time worked and paid leave received through the City of Bellevue, but not including workers' compensation or PFML payments) for at least an average of 30 or more hours per week in a calendar month.

If you are unable to pay your portion of the premium through payroll deduction, the City will make the payment for your medical, dental and/or vision coverage on your behalf and collect it back from you upon your return to work.

If your healthcare coverage for medical, dental, and/or vision ends:

- You will be offered the option to continue coverage under COBRA. To find out more about COBRA, you may contact Michelle Robinson at 425-452-4585.
- Group coverage will be reinstated effective the first day of the calendar month immediately following the date you return, working at least 30 hours per week.

The city's Continuation of Benefits During Approved Leave policy is covered by HRPPM Chapter 10.25.2.

Represented employees must refer to their labor agreement.

Eligibility for other insurance such as group **life insurance and long term disability** and any other insured benefit shall be strictly administered according to the insurance company's plan eligibility rules and shall not be governed by any City of Bellevue policy or practice. To find out more information, you may contact Michelle Robinson at 425-452-4585 for life insurance questions and Steve Treperinas at 425-452-7198 for long term disability questions.

You may wish to consider Long Term Disability Insurance if your leave of absence is related to your own medical condition and is expected to continue for over 180 days. You are enrolled in this benefit upon hire. Please contact Steve Treperinas at 425-452-7198 after you have been off work for four months to discuss the long term disability insurance policy.

Welcoming a child? If your leave is related to having a baby or the adoption of a child, you have 60 days from the date of birth, adoption, or placement for adoption to add the child to your health coverage by accessing Bellevue Benefits at cityofbellevuehr.workterra.net

Once logged into Bellevue Benefits:

- Click on **Initiate Qualifying Event** under **Favorite Actions**. Select the appropriate **Life Event Type** and enter the **Life Event Date**, click **Save**.
- An enrollment window will open that will step you through the benefits that you are allowed to change specific to your life event.
- You will know that you have completed your changes in Bellevue Benefits when you click the **Finish** button at the bottom of the **Confirmation Statement**.

If you need assistance call Gallagher Benefit Advocates at 1-833-207-4373: Monday-Friday, 6 a.m.-6 p.m.

Need help?

Benefit Advocate Services

If you are enrolled in City of Bellevue health coverage and need assistance with benefit questions, online enrollment assistance or claims issues, contact Gallagher Benefit Advocates at 1-833-207-4373 or e-mail bac.cityofbellevue@ajg.com, Monday-Friday, 6 a.m.-6 p.m.

Nurse Line Services 24/7

Nurse Line Services are available 24 hours a day when you need care advice to determine whether to schedule a doctor's appointment or seek immediate care. When you call, a nurse will listen to your concerns, give you advice, and if necessary, direct you to the best location to receive immediate care. All calls are free and confidential. In a life threatening emergency, call 911.

Kaiser Permanente members	1-800-297-6877
Premera Blue Cross members	1-800-841-8343

For more complex coordination of care,

- **Premera** can assist you through a voluntary service if you have been recently admitted to a hospital, received surgery, or have a complex medical condition and need help facilitating coordination of care. This service can help you locate community resources, answer questions about treatment options, provide support and encouragement to you and your family and work directly with your health providers to coordinate care. For more information, call 1-800-722-1471, then ask about the Personal Health Support program.
- **Kaiser Permanente's** patient-centered model of care has everyone on your health care team — family doctor, nurses, lab techs, pharmacists, and specialists — working together to make sure you get the best care possible. They are in close and constant communication with each other, so they're all on the same page. They all have access to your electronic medical records, so they can see at a glance what conditions, symptoms or tests you've had. Please talk with your doctor for more information.

The Employee Assistance Program (EAP) through Wellspring Family Services provides confidential and professional assessment, counseling, and referral services available 24 hours a day, seven days a week for fully benefited employees. You and your family members may use this service at no charge and are encouraged to contact Wellspring for issues such as:

- Aging / Elder Care & Care-giving Issues
- Alcohol & Drug Dependency / Gambling Problems
- Domestic Violence Assessment
- Financial or Legal Concerns
- Grief and Loss
- Parenting Support / Troubled Teens
- Relationships / Marriage / Divorce
- Stress Management / Anxiety and Depression
- Work / Life Balance

wfseap.org or 1-800-553-7798

User name: City of Bellevue

Washington Paid Family Medical Leave (PFML) City of Bellevue employees may apply for the State Paid Family and Medical Leave (PFML) program. The PFML program provides a partial wage replacement allowing workers to take time off work when they welcome a new child into their family, experience serious illness or injury, need to care for an ill or ailing relative, and for certain military exigencies. The leave is generally up to 12 weeks but can be up to 18 weeks under certain circumstances.

The city's PFML policy is covered by HRPPM Chapter 10.28.

To learn more about the PFML benefit, visit the ESD PFML website at paidleave.wa.gov/

Are you married to or in a domestic partnership with another City of Bellevue employee? If both you and your spouse/partner work for the City of Bellevue and request FMLA, you are eligible for 12 weeks combined as a couple in a rolling 12-month calendar period.

If you are not receiving pay from the City of Bellevue (are in an unpaid status), an adjustment of your Service Credit Date and Merit/Step Review Date may occur upon your return to work. Your Service Credit Date establishes when your vacation accrual rate will increase and as well as your service award eligibility. Your Merit/Step Review Date determines when you are eligible for a salary increase.

How are my retirement accounts impacted?

If you are utilizing accrued leave time and remain in a paid status, your retirement contributions continue to be deducted from your pay and added to your retirement accounts. If you move into a reduced or unpaid status, contributions into your retirement accounts are reduced or cease. There are restrictions on in-service withdrawals.

What about my Department of Retirement Systems (DRS) Service Credit? The Washington State Department of Retirement Systems (DRS) administers the PERS, LEOFF and PSERS Retirement Plans. Service credit is based on the number of hours you work and when you retire, the service credit is part of your benefit calculation. Each plan has rules regarding earning service credit. For example, PERS Plan 2 members earn 1 month service credit for 90 hours or more of work per month; ½ month service credit for fewer than 90 hours but at least 70 hours, etc. Each plan has specific provisions relating to service credit restoration for unpaid leave of absences and eligibility rules for full, early or disability retirement. Please contact DRS at 1-800-547-6657 or via drs.wa.gov for applicable retirement plan information.

Do you participate in Municipal Employees Benefit Trust (MEBT)? This voluntary 401(k) deferred compensation plan has flexibility in stopping or changing deferral amounts at anytime through your personal online account access. MEBT has a vesting schedule based on monthly contributions to the plan. If you are in an unpaid status and you have less than 100% vested, you will not be earning vesting credit. If you are on

a paid leave of absence and are paying back a MEBT loan, the repayments will continue through payroll deductions. In certain disability related situations, your account may become 100% vested and if monies remain in the plan, you may also be eligible for a Pension Continuation Benefit (PCB). If you become disabled and meet the PCB eligibility requirements, you would receive an allocation to your account equal to 180% of your contribution level immediately prior to your disability. Please review the MEBT Summary Plan Description available through your personal online access at MEBT.org or contact the MEBT Service Center at 1-877-690-5410 for additional information.

Do you have a 457 Deferred Compensation Program (DCP)? This voluntary 457 deferred compensation program administered by the Washington State Department of Retirement Systems has flexibility in stopping or changing deferral amounts at anytime through your personal online account access. Distribution options are available upon separation from service without IRS early withdrawal penalties. Please contact 457 DCP at 1-800-547-6657 or drs.wa.gov/plan/dcp/.

What happens if you are not able to return to work and ultimately separate from service? Please contact HR to discuss your specific situation and timeline. You are able to access your City of Bellevue retirement accounts once you separate from service and are encouraged to seek professional advice from a qualified financial or tax consultant. Review the HR publication **Separating From Service** for additional information on leaving city employment. For a copy of this publication, please contact Human Resources. Keep in mind the City of Bellevue does not participate in the Social Security Administration Program (SSA) and if you are eligible for SSA benefits through another employer or spouse, there may be an offset due to DRS pension eligibility and the SSA Windfall Elimination Provision or Government Pension Offset. Contact SSA at 1-800-772-1213 or online at ssa.gov for eligibility information.

Understand the Tax Considerations with your retirement plans. Whenever distributions are taken from retirement plans, there may be taxes due and additional tax penalties. There are some exceptions to the imposed IRS early withdrawal penalty that may apply to your situation. Refer to the "Tax Consequences Distributions and Withdrawals" section of the MEBT Summary Plan Description and IRS Publications 575 and 524 for additional IRS tax information. Employees are encouraged to consult a qualified financial/tax advisor for advice and relevant tax strategies.

CONTACT NUMBERS

CITY OF BELLEVUE HUMAN RESOURCES

Christy Young, Leave of Absence HR Analyst
Leave of Absence

Phone Number

425-452-4388

E-Mail or Web Address

chyoung@bellevuewa.gov

Michelle Robinson, Health Benefits Administrator

425-452-4585

mrobinson@bellevuewa.gov

Lori Duringer, Health Benefits Specialist

425-452-7866

lduringer@bellevuewa.gov

Health coverage: medical, dental, vision and life insurance

Steve Treperinas, Retirement Analyst

425-452-7198

streperina@bellevuewa.gov

Retirement Programs, MEBT, long term disability

CITY OF BELLEVUE RETIREMENT VENDORS

DRS Pension Plans; PERS/LEOFF/PSERS 401(a) Plans

1-800-547-6657

drs.wa.gov

Washington State Department of Retirement Systems (DRS)

PERS Plan 3 Defined Contribution

1-888-327-5596

drs.wa.gov/plan3

Plan #98759-02 (WSIB) Plan #98759-01 (SELF)

457 Deferred Compensation Program (DCP)

1-888-327-5596

drs.wa.gov/dcp

Plan # 98953-01

City of Bellevue MEBT: 401(k) Plan

1-877-690-5410

MEBT.org

OTHER RESOURCES

Connect2MyBenefits

View City of Bellevue health and retirement benefits-related information

Phone Number

E-Mail or Web Address

cityofbellevue.benefithub.com

Washington Paid Family & Medical Leave

1-833-717-2273

paidleave.wa.gov

Employee UBI # 916007020

Social Security Administration (SSA)

1-800-772-1213

ssa.gov

Washington State Office of the Insurance Commissioner

Statewide Health Insurance Benefit Advisors (SHIBA)

1-800-397-4422

insurance.wa.gov

Washington Health Plan Finder

1-855-923-4633

wahealthplanfinder.org

The Washington State marketplace exchange for individual policies

Centers for Medicare & Medicaid Services

1-800-633-4227

medicare.gov