



ANNE ARUNDEL COUNTY PUBLIC SCHOOLS

Memo

To: Employees Returning from a
Leave of Absence

Date

File Code

From: Susan Baugher
Benefits Manager

Instructions:

Subject: **Healthcare & Voluntary Life Insurance**

Copies to:

Employees who are returning from an Anne Arundel County Public School (AACPS) approved leave of absence and who elected not to continue their healthcare and/or voluntary life insurance coverage through AACPS during that leave of absence, have 31 days from the date of termination of the leave of absence to reapply for healthcare and voluntary live insurance benefits.

Please contact HR Benefits in the Division of Human Resources at 410-222-5221 for the appropriate enrollment application and the current payroll deduction rates. Employees who do not re-enroll within the 31-day period must then wait until the annual open enrollment period to apply for coverage.

**Do not assume that your coverage will automatically
begin upon returning to work!!!!**