

Anne Arundel County Public Schools  
Division of Human Resources

*Family And Medical Leave Act Information*

**RETIREMENT AND PENSION BENEFITS**

If you are on leave without pay for any part of your FMLA, you may be eligible to purchase months of service for retirement purposes. To determine eligibility, complete and submit to the Division of Human Resources the attached Application to be Placed on a Qualifying Leave of Absence (MSRS46).

**PAYROLL DEDUCTIONS**

If you are using sick, annual, or personal leave to cover any part of your FMLA, contributions for voluntary employee benefits will continue to be deducted from your regular pay check. At the time your status changes to leave without pay, you may remit your premiums by check to continue coverage, or you may elect to defer your premiums until you return from FMLA. Payment is due no later than payday.

**HEALTH CARE BENEFITS**

You may continue your health care benefits by contributing the employee's share of health care premiums.

**GROUP LIFE AND ACCIDENTAL DEATH & DISMEMBERMENT INSURANCE**

Group Life and Accidental Death & Dismemberment and Long-Term Disability insurance will be continued and paid 100% by AACPS. Any change in coverage will not be effective until you have returned to work.

**VOLUNTARY LIFE INSURANCE**

You may continue your voluntary term life insurance through AACPS by contributing your premium. Any change in coverage will not be effective until you have returned to work.

**OTHER EMPLOYER BENEFITS**

At the time you no longer receive a payroll check from AACPS, you will be responsible for making any premium payments required directly to the benefits vendor.

**REINSTATEMENT OF TERMINATED BENEFITS**

If you elect to terminate your health care and/or voluntary life insurance benefits while on FMLA, you may reinstate your benefits by submitting a completed enrollment form to the *Employee Benefits Office* within 31 days after returning from FMLA.

**RECOVERY DUE TO TERMINATION OF EMPLOYMENT**

If you fail to return to work following the expiration of FMLA or if you terminate employment while on FMLA, you may be required to reimburse AACPS all employer health care premiums paid on your behalf during the FMLA period, unless you can establish that the termination is due to "continuation, recurrence or onset of a serious health condition" or "other circumstances beyond the control of the employee."

*For additional information, contact the Employee Benefits Office at (410) 222-5221.*