

Optional Group Life Insurance Return to Payroll

Please type or print using black ink.

■ **Important** – Employers must complete this form for employees who are enrolled in the optional group life insurance program when they return from Leave without Pay. Please see page 2 for explanations of coverage according to the type of leave. Submit this completed form to the Retirement System along with a Report of Member Status form (KPERS-1) marked “return to payroll.”

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■ Part A – Employee Information

1. Social Security Number: _____ - _____ - _____
2. Name (First, MI, Last): _____
3. Last Date Actively at Work: ____/____/____
4. Date Returned to Work: ____/____/____
5. Optional Group Life Insurance Coverage Amount: \$ _____
6. Reason for leaving payroll: Check all that apply. See page 2 for explanations of coverage according to the type of leave.

Employee Illness: long-term disability

- Returning to work during the first 90 days Returning to work during day 91 to 180
- Non-FMLA Events: sabbaticals, funeral leave, short-term minor illness not requiring hospitalization and other nonmedical reasons
- FMLA for Family Illness: spouse, parents, children under age 18, and children over age 18 with a disability that prevents them from caring for themselves
- Military Leave

■ Part B – Employer Certification

1. Employer Name: _____
 2. Employer Number: _____
- Designated Agent Signature: _____ Month/Day/Year: ____/____/____

Optional Group Life Insurance Coverage Explanation

■ Employee Illness Under Age 65

While on disability leave, employees can continue coverage on a premium-paying basis until the earlier of:

1. Recovery
2. Retirement
3. Age 65
4. Withdraw from membership

When employees return to work *within* three months, their coverage will be reinstated at their prior coverage amount, even if they did not continue coverage during their disability period. When employees return to work *after* three months, they can apply for coverage when they return or any time after. They will not receive the \$50,000 “new hire” guaranteed issue, and they must provide evidence of insurability for all coverage amounts.

■ Employee Illness Over Age 65

Employees over age 65 are not eligible to continue optional group life insurance once they are off the payroll. Employees can continue coverage only through a conversion or portability option.

If employees return to work *within* three months, their coverage will be reinstated at their prior coverage amount, even if they did not continue coverage during their disability period. If employees return to work *after* three months, they can apply for coverage when they return or any time after. They will not receive the \$50,000 “new hire” guaranteed issue, and they must provide evidence of insurability for all coverage amounts.

■ Non-FMLA Events, FMLA for Family Illness

Employees can continue optional group life insurance for up to 12 months by continuing to pay the premiums. After 12 months, an employee’s coverage can be continued through a conversion or portability option. If employees return to employment within three months, and they did not continue coverage, it will be reinstated at the previous coverage amount. If employees return to work after three months, employees can apply for coverage after their first day at work. They will not receive a guaranteed issue amount and must provide evidence of insurability for all coverage amounts.

■ Military Leave

Employees on military leave can continue optional group life insurance for up to 16 months by continuing to pay the premiums. After 16 months, an employee’s coverage can be continued through a conversion or portability option. If an employee returns within five years, coverage is reinstated per the Uniformed Services Employment and Reemployment Rights Act (USERRA), even if the employee did not continue coverage while on leave.