

Important Information While on Family and/or Medical Leave

Below are benefits-related information and items to consider while you are on leave:

TOPIC	RELEVANT INFORMATION
FMLA Eligibility	<p>To be eligible for Family and Medical Leave Act (FMLA) Leave you must:</p> <ul style="list-style-type: none"> • Be an employee of the State of Arizona, and • Have worked at a State of Arizona agency for at least 12 months (need not be continuous; however, employment prior to a break in service of 7 years or more need not be counted), and • Have worked at least 1,250 hours of service during the 12-months immediately preceding commencement of the leave.
Qualifying Life Events (QLE)	<p>You may change your benefit elections during the year only when you experience a Qualified Life Event (QLE). Changes permitted are dependent on the QLE. Note: A Qualified Life Event (QLE) application must be submitted with all supporting documentation within 31 days of the QLE. Qualifying Life Events include but are not limited to:</p> <ul style="list-style-type: none"> • Changes in your marital status: marriage, divorce, legal separation, annulment, death of spouse; • Changes in dependent status: birth, adoption, placement for adoption, death, or dependent eligibility due to age, marriage, and student status; • Changes in employment status or work schedule that affect benefit eligibility for you, your spouse, and/or dependent. <p>For additional information, please visit: https://benefitoptions.az.gov/employees/qualified-life-events</p> <p>If you are on Leave Without Pay status, you may choose to temporarily decline or reduce your existing benefits coverage as a Qualifying Life Event. If you want to change or reduce your coverage, you are required to complete a Declaration for Change and Enrollment form and submit it to the Human Resources Office within 31 days of the start of your Leave Without Pay.</p> <p>When you return to work, you may choose to reinstate your benefits as a Qualified Life Event. To reinstate your benefits, you are required to submit an Enrollment/Change Form within 31 days of your return to work. If the required forms are not received by the Human Resource Office within 31 days of your return to work, you will not be able to make changes to your benefits until the Open Enrollment period following your return to work. If you want to make changes to your benefits, or have questions about Leave without Pay, please contact the Human Resources Office.</p>
Leave Without Pay (LWOP) R2-5A-C602	<ul style="list-style-type: none"> • You will first need to exhaust all available and applicable leave balances before using LWOP. • While on FMLA leave, you are eligible to continue to participate in the health benefit plan for the duration of the FMLA leave by paying your premiums/contributions. • While on leave without pay, if you do not meet FMLA eligibility requirements or if you have exhausted FMLA leave, you may continue to participate in the health benefit plan by paying both the state and employee premiums/contributions.
Donation of Annual Leave (R2-5A-B602)	<ul style="list-style-type: none"> • You may complete a Request to Receive Donations of Annual Leave Form, and submit it to your Human Resources Office. • Eligibility requires all of the following: <ul style="list-style-type: none"> ▪ Your leave is for your own or an immediate family member's serious health condition – Health Care Provider documentation required, and ▪ Your leave is for a minimum of a consecutive 3-week period, and ▪ You exhaust all available and applicable leave balances.
Short Term Disability (STD) Benefit	<ul style="list-style-type: none"> • Only employees currently enrolled in STD may file a claim. • Step-by-step instructions on how to file a claim by the employee can be found by visiting https://benefitoptions.az.gov/sites/default/files/media/INS_STD_METLIFE_REPORT_CLAIM_FLYER.pdf or calling 1-866-264-5144. • The group number is 94639. • Various waiting periods may apply.
Long Term Disability (LTD) Benefit	<ul style="list-style-type: none"> • If your need for leave is projected to exceed 3 months, consider completing a LTD application. Contact HR to request an LTD application. Your completed LTD employee application is to be returned to HR. • ASRS participants use Broadspire as the provider. For more information visit www.azasrs.gov/content/long-term-disability or call 602-240-2000, or 800-621-3778 (outside the Phoenix area). • Public Safety (PSPRS), Corrections (CORP), Elected Officials (EORP), Options Retirement (TIAA-CREF & Fidelity Investments), and Non-ASRS Participants use MetLife as the provider. For more information visit mybenefits.metlife.com/stateofarizona or call 1-866-264-5144.