



## Agreement of Repayment of the Cost of Continued Benefits

You were recently approved for a leave of absence that is protected by the Expanded Family and Medical Leave Act (EFMLA), Family and Medical Leave Act (FMLA), the California Family Rights Act, and/or California's Pregnancy Disability Leave (collectively referred to as Protected Leave) for certain benefits. While certain benefits will be kept active during your Protected Leave, your obligation to pay your portion of the benefits does not cease.

**Paid Leave** – if you continue to receive pay during your leave due to accruals or hours worked, the City of Oakley will continue to deduct the applicable payroll deductions for your Medical, Dental, Vision, Life Insurance, Deferred Compensation Plans, Flexible Spending Accounts and Voluntary benefit plan coverages. These deductions will be taken on the same basis they are as an actively at work City of Oakley employee.

**Unpaid Leave** – if at any point you are no longer receiving compensation from the City of Oakley during your Protected Leave, you have two options for payment of the contributions for your benefit elections. In order to continue benefits during your leave of absence, check the box below that applies and return this form to Human Resources for processing.

### Medical/Dental/Vision/Life, LTD, and AD&D/AFLAC

- Pre-Pay Option*** – I elect to prepay my monthly deductions prior to undertaking my leave. I understand that these deductions will be deducted from my last paycheck prior to commencing my leave and I am giving the City of Oakley the authority to adjust my payroll deductions accordingly.
- Pay-As-You-Go Option*** – I elect to pay the monthly deductions to the City of Oakley in the form of a check. I will receive an invoice at the beginning of each month while out on leave and will have 30 days in which to remit payment before benefits are cancelled.
- Catch-Up Option*** – I am electing to defer deductions until I return to the City of Oakley and begin collecting compensation. Upon my return, I will be given the option to repay the missed deductions in a lump sum or I may elect to have the amount divided equally over the three months immediately following my return. If I fail to return to active employment, the City of Oakley may deduct any uncollected premiums from my final paycheck.

### ICMA Deferred Compensation Plans (401a, 457, & Roth IRA)

- Pre-Pay Option*** – I elect to prepay my monthly deductions prior to undertaking my leave. I understand that these deductions will be deducted from my last paycheck prior to commencing my leave and I am giving the City of Oakley the authority to adjust my payroll deductions accordingly.
- Pay-As-You-Go Option*** – I elect to pay the monthly deductions to the City of Oakley in the form of a check. I will receive an invoice at the beginning of each month while out on leave and will have 30 days in which to remit payment before benefits are cancelled.
- Catch-Up Option*** – I am electing to defer deductions until I return to the City of Oakley and begin collecting compensation. Upon my return, I will be given the option to repay the missed deductions in a lump sum or I may elect to have the amount divided equally over the three months immediately following my return. If I fail to return to active employment, the City of Oakley may deduct any uncollected premiums from my final paycheck.

### Flexible Spending Accounts (Medical/Dependent Care/Commuter/Parking)

- Pre-Pay Option***- I elect to prepay my medical FSA deductions prior to undertaking my leave. I understand that these deductions will be deducted from my last paycheck prior to commencing my leave and I am giving the City of Oakley the authority to adjust my payroll deductions accordingly.
- Pay-As-You-Go Option***- I elect to receive a monthly invoice for my current monthly election. I understand this invoice must be paid within 30 days or my account will be suspended. If my account is suspended and this is a Protected Leave, upon return from leave I will have the option to reinstate my original deduction amount or make a new election.
- Catch-Up Option*** – I am electing to defer deductions until I return to the City of Oakley and begin collecting compensation. Upon my return, I will be given the option to repay the missed deductions in a lump sum or I may elect to have the amount divided equally over the three months immediately following my return. If I fail to return to active employment, the City of Oakley may deduct any uncollected premiums from my final paycheck.

## Voluntary (optional) Life Insurance

- Term Volunteer Life Insurance policies—This will end my responsibility to continue making payments toward the employee-paid, volunteer life insurance policy. I understand that should I want to reinstate my policies upon returning from the Leave of Absence, I will be required to reapply and complete a Medical Statement Form. The Standard has the right to deny my reinstatement into the life insurance policy I was previously enrolled in.
- Continue – I wish to maintain access to my employee-paid, voluntary Life Insurance while I am out on leave of absence. In order to do so, I elect one of the following two options:
  - Pre-Pay Option-** I elect to prepay my medical FSA deductions prior to undertaking my leave. I understand that these deductions will be deducted from my last paycheck prior to commencing my leave and I am giving the City of Oakley the authority to adjust my payroll deductions accordingly.
  - Pay-As-You-Go Option-** I elect to receive a monthly invoice for my current monthly election. I understand this invoice must be paid within 30 days or my account will be suspended. If my account is suspended and this is a Protected Leave, upon return from leave I will have the option to reinstate my original deduction amount or make a new election.

*\* If you fail to send payment, your coverage through The Standard will be terminated. Since these benefits are not protected by FMLA or other Protected Leave, they will not be automatically reinstated upon your return and any evidence of insurability requirements will need to be re-satisfied.*

### Acknowledgement

I further acknowledge that if I fail to return to active status, the City of Oakley has my permission to deduct all missed contributions from my final paycheck. If any amount remains due after I have separated from the City of Oakley, I agree to pay the remaining balance back to the City of Oakley within 60 business days of my date of separation from employment. I understand that if I fail to repay the full balance of the cost of my benefits, the City of Oakley will commence litigation to recover the balance due.

In order to continue benefits during your leave of absence, this agreement needs to be returned to Human Resources within 7 days of the start of your leave.

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Employee Name (Print)

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Employee Signature

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Date