

CHECK LIST FOR EMPLOYEES ON PERSONAL LOA WITHOUT PAY

✓	Benefit	Can this continue during LOA without pay?	Contact Numbers	Other Information
	Health Insurance	CONDITIONAL	919-684-5600 (Human Resource Information Center)	Under the federal law, COBRA, you may continue your existing insurance for up to 18 months.
	Dental Insurance	CONDITIONAL	919-684-5600 (Human Resource Information Center)	Under the federal law, COBRA, you may continue your existing insurance for up to 18 months.
	Vision Insurance	CONDITIONAL	919-684-5600 (Human Resource Information Center)	Under the federal law, COBRA, you may continue your existing insurance for up to 18 months.
	Basic Group Life	YES	919-684-5600 (Human Resource Information Center)	You must contact the Benefits Office to arrange for premium payment in order to continue this coverage while on a personal leave of absence.
	Supplemental Life	YES	1-800-552-9670 (Marsh Voluntary Benefits)	Contact Marsh Voluntary Benefits to set up direct billing.
	Universal Life	YES	1-800-582-1879 (Holroyd Agency) 1-866-533-2357 (North Carolina Mutual)	Contact the Holroyd Agency or North Carolina Mutual to set up direct billing.
	Post-Retirement Life Insurance	YES	1-800-582-1879 (Holroyd Agency)	Contact the Holroyd Agency to set up direct billing.
	Post Retirement Certificate	CONDITIONAL	919-684-5600 (Human Resource Information Center)	If hired before 12/1/74, in Duke's Basic Group Life Plan for 10+ years and retire age 65 or older you are eligible for a certificate that offers \$2,500 death benefit paid to surviving spouse or estate. You must be retired to receive this benefit.
	Gratuity Benefit to Spouse/Estate	NO	919-684-5600 (Human Resource Information Center)	You will lose your eligibility for this plan during the period of the leave.
	Employee Tuition Assistance Program	NO	919-684-5600 (Human Resource Information Center)	You will lose your eligibility for this plan during the period of the leave.
	Long Term Care Insurance	YES	1-800-732-0416 (Prudential)	Contact Prudential to set up direct billing.

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	Personal Accident Insurance (AD&D)	YES	919-684-5600 (Human Resource Information Center)	You must contact the Benefits Office to arrange for premium payment in order to continue this coverage while on a personal leave of absence.
	Personal Casualty Insurance (MetPay Auto & Homeowners Insurance)	YES	1-800-552-9670 (Marsh Voluntary Benefits)	Contact Marsh Voluntary Benefits to set up direct billing.
	Reimbursement Accounts	CONDITIONAL	919-684-5600 (Human Resource Information Center)	Under the federal law, COBRA, you may continue your reimbursement account until the end of the plan year.
	Children's Tuition Grant Program	NO	919-684-5600 (Human Resource Information Center)	The period of leave is added to the five year service requirement. Participation in the program is suspended during a personal leave of absence.
	Voluntary Short-Term Disability	NO	919-684-5600 (Human Resource Information Center)	Coverage for this plan is suspended during a personal leave of absence.
	Duke Disability	NO	919-684-5600 (Human Resource Information Center)	Participation in this program is suspended during a personal leave of absence.
	Duke University Federal Credit Union	YES	919-684-6704	You may establish or retain your credit union membership. If you are currently having a credit union deduction taken from your pay, then you need to contact the credit union to arrange for another method of payment.
	Faculty Club	See Other Information →	919-684-6672	Contact the Faculty Club for membership inquiries during a personal leave of absence.
	University Athletic Facilities	See Other Information →	919-613-7521	Contact Facilities Scheduling in Card Gym for inquiries regarding use during a personal leave of absence.

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	Osher Lifelong Learning Institute at Duke	See Other Information →	919-684-2703	A network of over 100 lifelong learning institutes funded by the Bernard Osher Foundation and dedicated to providing excellent education for adult learners.
	Parking and Transportation Services	See Other Information →	919-684-7275	Contact the parking office for inquiries regarding access during a personal leave of absence.
	Duke Golf Course Membership	See Other Information →	919-681-2288	Contact the Duke Golf Course for inquiries regarding access during a personal leave of absence.
	United Way	See Other Information →	N/A	Your payroll deductions to the United Way stop once you stop receiving a pay check from Duke. You may cancel your United Way deduction by submitting a written request to cancel coverage along with your Duke Unique ID to regina.mckoy@duke.edu or by fax at 681-8427.
	Duke ID Card	See Other Information →	919-684-5800 (DukeCard Office)	Contact the DukeCard Office for inquiries regarding use of your employee ID during a personal leave of absence.
	Library Card	See Other Information →	919-660-5870 (Perkins Library – Circulation Desk)	Contact Perkins Library for inquiries regarding access during a personal leave of absence.
	LIVE FOR LIFE	See Other Information →	919-684-3136 (LIVE FOR LIFE)	Contact Live For Life for inquiries regarding benefits during a personal leave of absence.

Reservation of Rights - Duke University reserves the right to change, amend or terminate any benefit plan or program, or the eligibility for benefits under the plan. The benefits that you receive are based upon the plan's official plan document, not this checklist or any other written or oral statement. If there is a conflict between this checklist and the official plan document, the plan document will govern in all cases.

OTHER HELPFUL TELEPHONE NUMBERS

BENEFIT	WEB SITES	PHONE NUMBER
Human Resource Information Center/Benefits	www.hr.duke.edu	919-684-5600
FIDELITY <i>Investment Carrier</i>	www.fidelity.com	1-800-343-0860
TIAA-CREF <i>Investment Carrier</i>	www.tiaa-cref.org	1-800-842-2776
VALIC <i>Investment Carrier</i>	www.valic.com/duke	1-877-375-2424
VANGUARD <i>Investment Carrier</i>	www.vanguard.com	1-800-523-1188
Employees' Retirement Plan (Biweekly Paid Employees Only)	www.hr.duke.edu	919-684-5600
Social Security	www.ssa.gov	1-888-759-3908 (local office) 1-800-772-1213 (regional office)
Medicare Part A Medicare Part B	www.medicare.gov	1-800-633-4227 Contact Social Security to enroll in Part B at 1-800-772-1213.