

CHECK LIST FOR EMPLOYEES ON PERSONAL LOA WITHOUT PAY

✓	Benefit	Can this continue during Personal LOA without pay?	Contact Number(s)	Other Information
	Health Insurance	YES	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	YES	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	YES	919-684-5600 (Human Resource Information Center)	Under the federal law, COBRA, you may continue your existing insurance for up to 18 months.
	Reimbursement Accounts	YES	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.
	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 (Mercer Voluntary Benefits)	Contact Mercer Voluntary Benefits to set up direct billing.
	Universal Life	YES	919-819-0456 (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	919-819-0456 (Holroyd Agency)	Contact the Holroyd Agency to set up direct billing.
	Survivor 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.
	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 (Mercer Voluntary Benefits)	Contact Mercer Voluntary Benefits to set up direct billing.
	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 (non-medical) leave of absence.
	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.
	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.
	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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	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.
	Doing Good in the Neighborhood	YES	919-684-6960	May continue through credit card deduction or electronic check. doinggood.duke.edu.
	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	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.

Additionally, it is the employee's responsibility to contact the Benefits Office when on an approved leave without pay, to arrange for premium payment for life insurance benefits such as Basic Group Life insurance and Personal Accident Insurance. Personal checks, money orders, or cashier's checks for premium payments should be made payable to Duke University with the Duke Unique ID and reason for payment (e.g. personal LOA – life insurance) indicated on the Memo line of the check. Payments should be mailed by the 25th of the month to:

Duke University Cashier's Office
Box 90759
Durham, NC 27708

Failure to make payments may result in cancellation of benefit coverage and you may not be allowed to reinstate coverage until you have returned to benefits-eligible work status.

Please note: In case of death during the month that the premium is due, but prior to payment of the premium, the employee retains his/her eligibility for coverage. However, if the premium is not received by the 25th of the month in which it is due, the coverage is considered lapsed, a life insurance claim will not be filed, the employee is not eligible for a life insurance benefit to be paid, and no retroactive premiums will be accepted.