



North Carolina Department of Public Safety

Human Resources

Beverly Eaves Perdue, Governor
Reuben F. Young, Secretary

Bennie Aiken, Chief Deputy Secretary
Alvin G. Ragland, Director

MEMORANDUM

(DATE)

TO: (Employee Name)

FROM: (Facility HBR)

RE: Expiration of FMLA benefits and Health Insurance Continuation Options

This letter is to notify you that your Family Medical Leave benefits have been exhausted. Our records indicate that you have been on Leave of Absence due to Family Medical Leave (LOA-FMLA) since _____. Family Medical Leave was designated for you on _____. Your FMLA benefit entitlement was exhausted and expired on _____.

If you remain out on LOA status and continue to exhaust accrued leave, your insurance benefits will continue uninterrupted.

However, if you remain on unpaid leave after your FMLA entitlement has expired, you will be responsible for the entire State Health Plan insurance premium; this includes the employee and employer portion of the premium. Therefore, to continue participation in the State Health Plan election, during the remainder of your Leave of Absence Without Pay, the full premium payment of \$_____ must be submitted to:

BEST Shared Services
1425 MSC
Raleigh, NC 27699-1425

Checks should be made payable to: The Office of the State Controller. Please be reminded that no monthly reminders or coupons will be sent to you. Your health insurance coverage may cease if your share of the health insurance premium is more than thirty (30) days late. Therefore, it will be your responsibility to make timely monthly payments to avoid interruption of coverage.

If you decide to stop participation, please see your facility benefit representative upon reinstatement for re-enrollment procedures.

For information concerning any other insurance benefits, please refer to the attached Continuation of Benefits during LOA Notice letter and the Employee Coverage Form.

Questions concerning your State Health Plan benefits can be directed to BEST Shared Services at 1-866-622-3784. Questions concerning any other insurance benefit can be directed to your (Facility HBR).

MAILING ADDRESS:
4203 Mail Service Center
Raleigh, NC 27699-4203

www.ncdps.gov



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OFFICE LOCATION:
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