

ON A LEAVE OF ABSENCE?

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WHAT YOU NEED TO KNOW ABOUT LIFE INSURANCE

If you are going on (or are currently on) an approved leave of absence, your group life insurance coverage through the School District No. 1 Health and Welfare Trust will continue while you are on Family Medical Leave (FMLA) or Oregon Family Leave (OFLA) or in a paid status through Portland Public Schools.

If you go onto unpaid status or if you do not return to work at the end of your approved leave of absence, your group Life Insurance coverage will end on the last day of the month in which:

- You receive your last paycheck at which time group Life Insurance premium payments will end (unless you are approved for a Waiver of Premium for Life Insurance), or
- Your employment terminates.

YOU MAY BE ABLE TO CONTINUE YOUR COVERAGE

It's Called "Conversion"

If your group Life Insurance coverage ends, you have the option to "convert" some or all of your current coverage to an individual Whole Life Insurance policy, without providing evidence of insurability (or proof of good health).

- To be eligible, you must be covered by an SD-1 Health & Welfare Trust Group Life Insurance plan at the time your coverage ended.
- Your loss of coverage may not be due to a non-payment of premiums (unless you were approved for a Waiver of Premium for Life Insurance).
- You must apply in writing within 60 days of when you go onto unpaid status (unless you were approved for a Waiver of Premium for Life Insurance) or when your employment terminates (see details on page 2).
- You may only convert Life Insurance for you and your dependents. (Conversion does not apply to Accidental Death & Dismemberment coverage.)
- After you convert, you must pay the monthly premium, which is a set rate based on your age and state of residence. (The rate does not increase as you get older.) There is also a \$40 annual administrative fee.
- Your coverage may continue until you reach 100 years of age.
- This type of policy accrues interest and cash value and will allow you to borrow against the cash value, if sufficient.

Waiver of Premium

If you are under age 65 and totally disabled, you may be eligible to continue your current Life Insurance coverage, for you and your dependents, without paying the premiums. This allows you to maintain your group Life Insurance coverage while you are on an approved FMLA or OFLA leave, even if you are on unpaid status. If you are not approved for a "Waiver of Premium" and you go onto unpaid status during your approved leave, your group Life Insurance coverage may end due to non-payment of premiums.

To learn more, go to sdtrust.com, click Menu, My Benefits, Life and Accidental Death & Dismemberment Benefit, then **Waiver of Premium for FAQs**.

To apply for the **Waiver of Premium**, go to standard.com and click on Individuals & Families, then Find a Form to obtain a **Waiver of Premium** packet.



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Just in Case

Be aware that obtaining Life Insurance on your own (without converting) will generally require evidence of insurability (proof of good health).

Use this checklist to ensure that you don't miss out on this opportunity, in the event that you need it:

■ **Review your current coverage** and/or update your beneficiaries on PPS Employee Self Service at selfservice.pps.net.

■ **Make sure others know**—appropriate family members, your power of attorney for health care or finances, or anyone who has a need to know—about your current coverage and what to do if you are unable to take the necessary steps to convert your Life Insurance coverage.

For information about your current coverage, go to sdtrust.com. In the menu, click on Life and Accidental Death & Dismemberment Insurance, and enter your group and status.

■ **Apply for a Waiver of Premium for Life Insurance** when you go on FMLA or OFLA leave to ensure that your group Life Insurance will continue if you go onto unpaid status while you are on leave.

■ **Visit standard.com** to obtain a Life Group Conversion packet before you need it. This contains everything you need to know about eligibility details, rates and how to apply for conversion.

■ **Apply for conversion, in writing, within 60 days** after you go onto unpaid status (unless you are approved for a Waiver of Premium for Life Insurance) or within 60 days after your employment terminates.
(Late applications will not be accepted.)

■ **Call 1 (800) 378-4668 or email CBT@standard.com** to talk to someone from The Standard's Continued Benefits Department for more information, or if you have questions.