

DEPARTMENT OF ADMINISTRATIVE AND FINANCIAL SERVICES
Bureau of Human Resources

May 1, 1992

HUMAN RESOURCES MEMORANDUM 9-92

TO: Departmental Personnel Managers/Officers
SUBJECT: Continuation of Benefits Form (PER 108A)

Reference: Human Resources Memorandum 24-90 (New Form on Continuation of Benefits Coverage)

We have been informed by the Maine State Retirement System that in many cases they are not receiving Form PER 108A on a timely basis.

This form must be completed and signed by the employee prior to beginning an unpaid leave or termination.

By law, employees have only 30 days to elect to continue life insurance coverage. The only way to ensure that employees are given an opportunity to continue or discontinue coverage within this statutory time limit is to make this form available to the employee prior to separation.

Processing terminations and unpaid leaves on MFASIS are delayed by a few weeks in order to allow employees to receive a final check. Do not wait until the final personnel and payroll actions are processed on MFASIS system to submit this form to benefits administrators.

Please review your procedures for terminations and unpaid leaves in your agency and take action to ensure that all employees are given an opportunity to fill out one of these forms prior to leaving. Send completed forms immediately to benefits administrators in accordance with the instruction contained in HR Memorandum 24-90.

Thank you.


Nancy J. Kenniston, Director
BUREAU OF HUMAN RESOURCES