STATE OF MAINE
DEPARTMENT OF ADMINISTRATIVE & FINANCIAL SERVICES
Bureau of Human Resources
Office of Employee Health, Wellness, & Workers' Compensation
61 State House Station
Augusta, ME 04333-0061

Janet T. Mills, Governor
Elaine Clark, Commissioner

Shonna Poulin-Gutierrez, Executive Director

Dear Employee:

Our records indicate that you are on a leave of absence. As a result, you may be responsible for billed health, dental and vision premiums in accordance with this schedule:

TYPE OF LEAVE	BILLED FOR EMPLOYEE PORTION	BILLED FOR STATE PORTION
Approved Worker's Compensation	Yes	No
Administrative Leave	Yes	Yes
Adoption	Yes	Yes
Childbearing	Yes	Yes
Family Medical	Yes	No
Health	Yes	Yes
Personal	Yes	Yes
Sabbatical *	Yes	Yes
Seasonal	Yes	Yes
Suspension*	Yes	Yes
Voluntary Employee Incentive Program	Yes	No
***Unless there is a written agreement by your Department to continue paying their portion. Copy of agreement required.**		

Anthem will bill you directly for health and vision premiums. The Office of Employee Health, Wellness, & Workers' Compensation will bill you for your dental insurance premiums. Deadline for payment of each insurance coverage will appear on the invoices***. Failure to pay premiums by the due date indicated on the invoice will result in cancellation of the policy.***

OTHER IMPORTANT NOTES:

- ***Premiums due are based on paycheck(s) not received, not the pay period(s) in which you were on leave.***
- ***Within 30 days of leave commencement, you may remove dependents from your coverage(s), or cancel your entire policy by completing and sending us a new application found at www.maine.gov/deh. Please contact our office at (207) 624-7380 for additional cancellation details.***
- ***Any changes to your policies can be reinstated upon your return to work.***
- ***Changes in Type of Leave may result in a new payment obligation.***

If you should have any questions regarding this information, please contact the Office of Employee Health, Wellness, & Workers' Compensation at (207)624-7380.

Thank you,

Office of Employee Health, Wellness, & Workers' Compensation