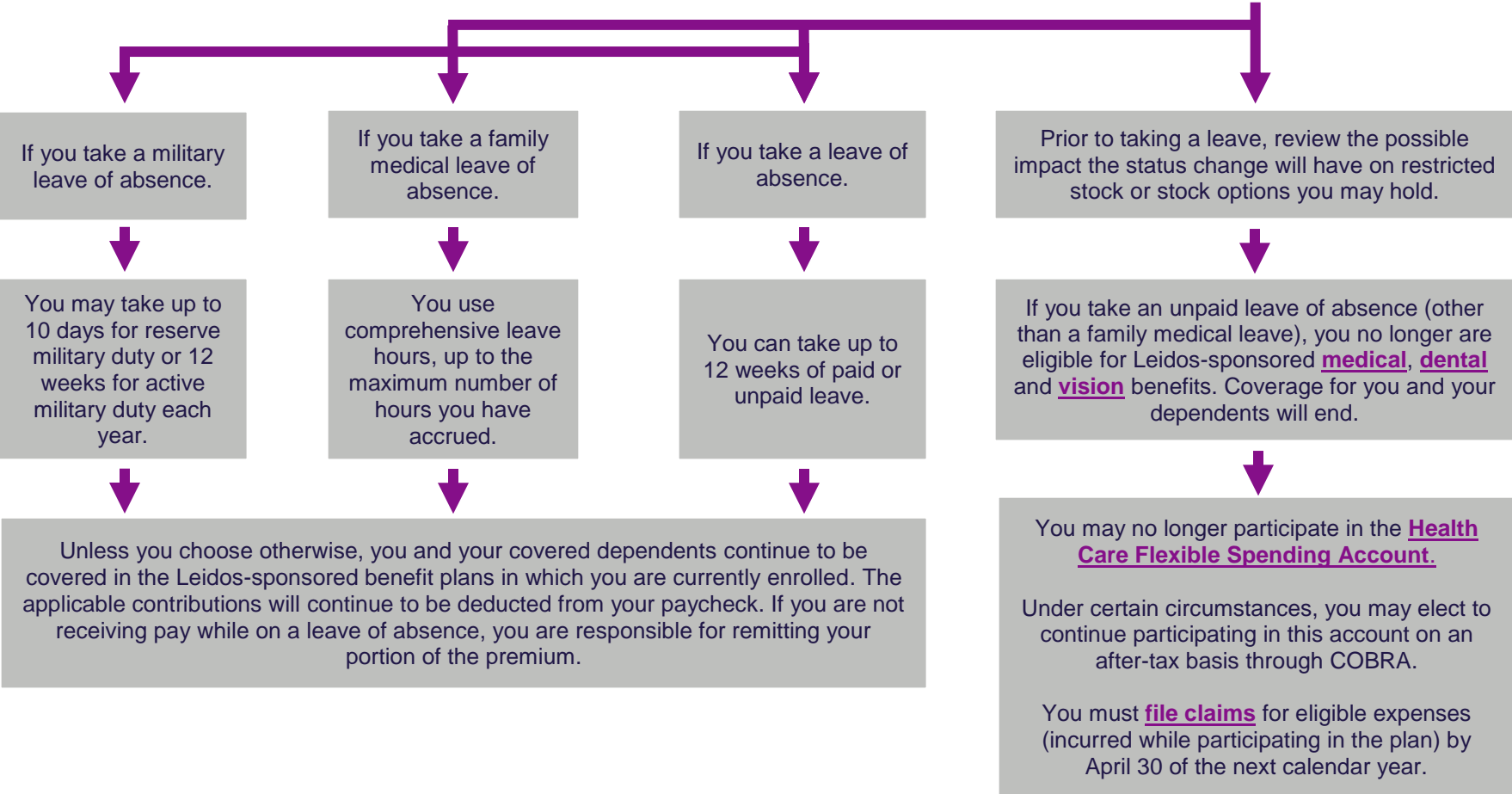




If you take a leave of absence

If you plan to take a leave of absence, notify your HR/Benefits POC as soon as possible.





You may no longer participate in the **Dependent (Day) Care Flexible Spending Account**.

You must **file claims** for eligible expenses (incurred while participating in the plan) by April 30 of the next calendar year.



You are no longer eligible for:

- **Basic Term Life Insurance**
- **Basic Accidental Death and Dismemberment Insurance**
- **Group Universal Life Insurance**
- **Voluntary Accidental Death and Dismemberment Insurance**
- **Business Travel Accident Insurance**

You may **convert** your coverage to individual policies within 31 days of loss of coverage.



Any **Disability Sick Leave (DSL)** credit will be deferred until you return to work in an eligible status.