

To: All Lafourche Parish School Board Employees  
From: LaFon J Ortis, Business Manager

September 07, 2022

The Lafourche Parish School Board has policies concerning insurance for employees on leave of absence. These policies are dictated by reinsurance contracts that the School Board has with insurance companies. This information is being provided to help our employees understand how our program works within the guidelines of the law.

I have attached rules and a regulation pertaining to FMLA, so that you can see what qualifies for FMLA leave. Complete FMLA regulations can be viewed at [www.dol.gov/esa](http://www.dol.gov/esa).

FMLA absences will run concurrently with any accumulated sick leave taken. After six consecutive days have been missed, the employee must provide medical information concerning the leave. The Lafourche Parish School Board will mail forms to you to be completed by your doctor. The completed physician form will determine FMLA status. All forms must be returned to Lafourche Parish School Board Human Resources Department. If it is FMLA qualified, then the leave will be counted as FMLA. It will run concurrently with your accumulated sick leave. If the employee does not respond within fifteen (15) days from receipt of the form, the leave will be counted as FMLA.

**Insurance benefits can be continued while on FMLA/Accumulated Sick Leave. Health, dental and vision will be offered when this leave runs out.**

The enclosed chart provides information on your coverage and when they terminate. You will have to contact some companies to continue them on a direct billing. Below is a list of those companies:

CIGNA Life – 800-423-1282  
ING/VOYA LIFE – 800-955-7736  
COLONIAL – 800-325-4368

**IMPORTANT NOTICE**  
FMLA DOES NOT PROVIDE  
YOU PAID LEAVE

**LAFOURCHE PARISH SCHOOL DISTRICT  
WHEN INSURANCE TERMINATES ON WHEN ON LEAVE**

**General Leave Without Pay**

Life	Terminates after 60 Calendar days-- Contact company within 31 days
Disability	Terminates after 30 Calendar days-- Contact disability after this period
Health	Terminates at the end of the month -- Then Cobra will be offered
Dental	Terminates at the end of the month -- Then Cobra will be offered
Vision	Terminates at the end of the month -- Then Cobra will be offered
Colonial	Terminates at the end of the month -- Contact Colonial within 31 days of start of leave

**Sick Leave with Same Pay (Accumulated Sick Leave)**

Life	Continues while out on sick leave for maximum of 12 months- Contact Company within 31 days of end of leave
Disability	Continues while on FMLA or 90 Calendar days, whichever is greater-Cannot be continued after this period
Health	Continues while on FMLA or Acc Sick Leave- Whichever is greater- Then Cobra will be offered at end of leave
Dental	Continues while on FMLA or Acc Sick Leave- Whichever is greater- Then Cobra will be offered at end of leave
Vision	Continues while on FMLA or Acc Sick Leave- Whichever is greater- Then Cobra will be offered at end of leave
Colonial	Continues while on Leave- Contact Colonial within 31 days of end of leave

**Extended Sick Leave, Sick Leave without Pay, Workers Comp(WC), or Donated Sick Leave, Medical Sabbatical**

Life	Continues while out on leave or WC for maximum of 12 months - Contact Co. within 31 days of end of leave or WC
Disability	Continues while out on FMLA (12 weeks-60 working days) cannot continue after FMLA
Health	Continues while out on FMLA (12 weeks - 60 working days) then cobra will be offered
Dental	Continues while out on FMLA (12 weeks - 60 working days) then cobra will be offered
Vision	Continues while out on FMLA (12 weeks - 60 working days) then cobra will be offered
Colonial	Continues through the end of the month - contact Colonial within 31 days of start of leave

**Educational Sabbatical with Pay**

Life	Continues for 12 months- Contact Co. within 31 days after sabbatical
Disability	Continues for 12 months - cannot continue disability after 12 months
Health	Continues for 12 months- Then Cobra will be offered
Dental	Continues for 12 months- Then Cobra will be offered
Vision	Continues for 12 months-Then Cobra will be offered
Colonial	Continues for 12 months - contact Colonial within 31 days after sabbatical ends

**Termination of Employment**

Life	Terminates at the end of the month- contact Co. within 31 days after termination
Disability	Terminates at the end of the month-Cannot continue disability
Health	Terminates at the end of the month-Cobra will be offered
Dental	Terminates at the end of the month- Cobra will be offered
Vision	Terminates at the end of the month - Cobra will be offered
Colonial	Terminates at the end of the month- contact Colonial within 31 days after termination

This is a summary. Policy provisions and limitations can be found in certificates of coverage from insurance companies. Coverage continuation and termination is dictated by the insurance companies' master policies. Policies can be reviewed on <http://www.https://go.boarddocs.com/la/lpsb/Board.nsf/Public> or obtained from Human Resources at the Lafourche Parish School Board Office.