



Clayton County Public Schools Division of Human Resources

Important Information Regarding Your Benefits

The Clayton County Benefits Unit is here to assist you while you are out on Family and Medical Leave. Please review this important information.

Medical Insurance Premiums

While on leave, you are responsible for paying for your insurance premiums. Insurance deductions will continue to be deducted through CCPS payroll from any accrued sick, personal or annual leave you have available.

If your accrued leave is exhausted and you have to go into a leave without pay status, you will have to pay your State Health Benefit Plan (SHBP) medical premiums directly to the Benefits Unit in Human Resources by the 1st of every month. This payment can be in the form of a check or money order payable to Clayton County Public Schools. Failure to submit payments will result in loss of coverage.

Flexible Benefits

All flexible benefits can be continued, if your payroll check is in a leave without pay status. To avoid loss of coverage when you receive a direct bill/invoice from Ga Breeze please make payments. If you fail to make payments to GaBreeze while out leave, you will lose coverage and benefits will be terminated. They will not be reinstated upon your return to work. *To re-enroll once you lose coverage can only be done during annual enrollment alone with a Statement of Health.*

Newborn Coverage

If you are having a baby or adopting a child, you **MUST** add your newborn and/or child within 90 days of the birth or adoption as a dependent by SHBP. When submitting your verification form to SHBP please include in your social security number (SSN) or other tax identification number (TIN). Also, you may have to change plan tiers. Contact GaBreeze to add dependent to coverage.

Short Term Disability

If you enrolled in short term disability insurance offered through GaBreeze by *The Standard*, you may be able to file a claim for this insurance benefit, if your leave is related to a serious health condition, injury or illness covered by the policy. This will offer you some peace of mind and allow, *The Standard* to begin its review of the claim and issue a timely payment if appropriate. You may report a claim up to four weeks in advance of a planned disability absence, such as surgery or childbirth. To file a claim, you may do so at <http://www.standard.com> or 888-641-7186

CCPS Benefit Unit Contact Information

ccps.benefits@clayton.k12.ga.us

