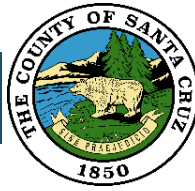


Direct Pay and Leaves Information



Please start any Leaves/Workers Compensation process by reaching out to your supervisor and Payroll/Human Resources Liaison

Direct Pay – Health Care Continuation:

If an employee reaches an unpaid status with the County for 20 or more working days, the employee will be subject to the Direct Pay Program and will be mailed a Direct Pay Packet where they can opt to continue or to cancel their health insurance while on an unpaid leave of absence. With the Direct Pay program, **the employee will be responsible for paying the full health plan premium** and depending on the type of leave they are on; they may be eligible for reimbursement from the County. In addition to the Direct Pay impact while being on an unpaid status with the County, employees are not contributing to their CalPERS Service Time, their County service time and their step hours do not progress. They are also not eligible for any County paid holidays.

County Contributions:

The County will continue to make the same contributions for employee insurance coverage for eligible employees on an approved **Family and Medical Leave Act/California Family Rights Act/Pregnancy Disability Leave or Worker's Compensation Leave** of Absence without Pay as if the employee were actively working or on paid leave. This ensures the employee receives the FULL County contribution for themselves and their dependents as reimbursement.

If the Unpaid Leave extends beyond the duration of the approved **FMLA/CFRA/PDL/WC Leave** the employee is entitled to, or if the employee is not eligible for **FMLA/CFRA/PDL/WC Leave**, and the employee is on an approved '**Other Medical' Leave**, the County will continue to pay the medical contribution for the employee only. This will be provided for the duration of the employee's Other Medical Leave of Absence. **However, the County does not pay the medical contribution for dependent coverage while the employee is on an approved Other Medical Leave of Absence.**

Employees on a **Personal Leave of Absence** are not eligible for a County contribution toward any insurance benefits, including medical, dental, vision, or life insurance, for themselves or their dependents as reimbursement.

Time Bank:

The employee on unpaid leave of absence who qualifies for and receives time bank donations will not have their medical contribution amounts deducted from the dollar amount of the time bank donation. Time bank does not coordinate / integrate with the Direct Pay process.

Benefits Team Contact Information:

For questions on the Direct Pay Process, please contact our Benefits Team at Benefits.Questions@santacruzcountyca.gov or 831-454-2241.

Leaves/Workers' Compensation Contact Information:

For Questions on Leaves or Time Bank, please contact your Payroll/Human Resources Liaison. If you need to file a Workers' Compensation claim, please contact your supervisor directly. You can also contact our Workers' Compensation team with questions at WorkersCompensation@santacruzcountyca.gov.

NOTE: Link to Leaves forms: [Disability \(santacruzcountyca.gov\)](https://www.santacruzcountyca.gov/leaves)