



# Insurance Request Checklist for Staff on Special Leave Without Pay (SLWOP)

## I. Employee Information

- Full Name
- UN Index No.
- Date of Birth
- Full Address (*Street, City, Zip Code, Country*)

## II. Special Leave Information

- Duty Station
- Place of Residence
- Start of Leave
- End of Leave
- Total Duration of Leave

## III. Medical and Dental Insurance Information

- Current Medical Plan
  - e.g. Aetna PPO, Empire Blue Cross PPO, UN MIP, UN WWP
- Current Dental Plan
  - e.g. Cigna Dental PPO
- Covered Dependants
  - Number of Dependants
  - Type (e.g. spouse, children)
- Monthly Premium (*please specify currency*)

## IV. Required Documentation

### \*Explanation on Page 2

- Approval of Special Leave
- Proof of Payment
- Request of Transfer to Different Plan (*optional*)
- Spouse Policy Information (*optional*)



## Explanation of Required Documentation

- **Approval of Special Leave**

- **Payment Covering Full Amount of Coverage**

This includes your contribution as well as the Organization's share, since no subsidy is payable during such leave. If you have questions or need help calculating the total amount due, please contact us via [hlis@un.org](mailto:hlis@un.org). Failure to pay in advance shall result in termination of coverage without further notice to the staff member concerned.

(1) If leave period is up to 3 months, please provide a payment covering the FULL amount of the cost of the coverage(s) retained.

(2) If leave period exceeds 3 months, premiums may be paid in quarterly instalments.

- **Request of Transfer to Different Plan (optional)**

Staff members may be allowed to transfer to a health insurance plan that is more appropriate to where they will reside during the period of special leave, provided such leave is at least six months in duration.

**Exceptions:** Irrespective of the SLWOP length, staff members enrolled in the UN Worldwide Plan who plan to reside in the U.S. during the period of special leave may enroll in Aetna PPO or Empire Blue cross PPO and Cigna Dental PPO Plan. Staff members enrolled in the UN Worldwide Plan who plan to reside in Western Europe, Chile or Mexico are required to switch to the regional rate group for those countries.

- **Proof of Spouse Insurance Policy**

If a staff member going on special leave without pay has individual insurance coverage and is married to another staff member with separate individual insurance coverage, the staff member going on leave may not be covered under the policy of the spouse who remains in active service.

**\*Please Note: If choosing to discontinue/change coverage**

There is automatic reinstatement of previous coverage following return from special leave without pay. Regardless of whether a staff member has decided to retain or drop insurance coverage(s) during a period of special leave without pay, it is essential that the staff member terminates in the plan(s) within 31 days of return to duty through email.

The staff member will be automatically re-enrolled under the health insurance plan and coverage type in which he or she was insured prior to taking leave.