



# EMPLOYEE BENEFITS: LEAVE OF ABSENCE QUICK GUIDE

## KEY THINGS TO KNOW WHILE ON LEAVE OF ABSENCE

Your benefits will be billed directly to you on a monthly basis from FBMC while you are not receiving a paycheck.

If on maternity Leave, and adding the newborn to Duval Benefits, this must be done within 30 days of birth, please contact 904-390-2351. Footprints and or birth cert required.

If you currently have a Short - Term Disability policy do not forget to file your claim.

60  
DAYS

You have 60 days from when you go on Leave to complete changes to benefits as a Qualifying Event.

1ST OF  
THE  
MONTH

All premiums due at the first of the month. If payments are not received benefits subject to termination

Benefits terminated for non payment will not be reinstated. Once you have returned back to work, you have 15 days to contact the Employee Benefits office for reinstatement

## RESOURCES

**Employee Benefits :**  
**904-390-2351**

**The Standard: Disability claims 1-800-378-2395**

**Onsite Florida Blue Rep  
Jennie Cruz :**  
**904-390-2323**

**FBMC Customer Service:**  
**1-855-569-3277**

**Onsite EAP Rep  
Brittany Harris:**  
**904-390-2350**

We can help with changes to benefits within 60 days or questions you may have.

Filing a Short -Term disability claim after satisfying your 14 day waiting period.

Questions about services, network and copayments? Call Jennie.

You can call and make a 1 time payment for benefits with FBMC over the phone

Employee Assistance consultant with a wealth of resources and knowledge.

## BENEFITS WEBSITE & RESOURCES:



Questions related to going on leave, what constitutes a leave or how to start the process?  
Contact Patty Bauer 904-390-2065 or via email at [extendedleave@duvalschools.org](mailto:extendedleave@duvalschools.org)

904-390-2351  
[EmployeeBenefits@duvalschools.org](mailto:EmployeeBenefits@duvalschools.org)

