

Berkeley People & Culture

Employees Action Items During Their Leave of Absence and Returning from Leave

UCPath Contact Information

Phone: 855-982-7284, M-F, 8 a.m.-5 p.m.)

Email: ucpath@universityofcalifornia.edu

Make sure you understand how going on leave affects your UC-sponsored health and welfare benefits, as well as your service credit in the UC Retirement Plan. For many benefits, including medical, dental and vision, you have the option to continue them for up to two years, so long as you pay the full premium (both your and UC's portions)

To review the benefits you're enrolled in, sign in to your [UCPath](#) account. If you are unable to access your UCPath account, you can contact UCPath.

While on leave, you are responsible for paying your monthly benefits premiums. In some cases, depending on the type of leave you are taking, you will also become responsible for UC's portion of your health and welfare benefits.

If you are on an unpaid block leave you will receive a billing statement from UCPath

If you are on a block leave your Short Term and Long-Term Disability Insurances are waived.

If you choose to cancel your benefits during your leave, you will need to complete an election form that was emailed to you, or you can contact UCPath. For any benefits that you cancel, or if payment is not submitted on time, your benefits coverage will end after the last fully paid month.

If you have an outstanding 403(b) Plan loan, you will need to suspend or set up monthly payments during your leave or repay the loan in full. Contact [Fidelity Retirement Services](#) for more information.

If you want to cancel your Parking or Commuters Benefits - [Parking and Transportation](#)

Stay in touch!

Be sure to keep your address and other contact information up to date while you are on leave. You can update your information via your personal account on [UCPath](#).

Contact your Leave Coordinator and/or Supervisor as soon as possible if your leave status changes, preferably within 2-3 business days of your expected return to work date.

When you return, contact your Leave Coordinator

Your Leave Coordinator will inform you about what you need to do to get back to work. Contact UCPath within 31 days of your return to work to restart any benefits you chose not to continue during your leave. If your unpaid leave was less than 120 days, you may re-enroll yourself (and your eligible family members) in the same plans, with the same coverage levels as before. If your unpaid leave was 120 days or more, and you chose not to continue benefits while on leave, you may enroll in any UC-sponsored plans for which you are eligible.

For further information you can reference [Returning To work](#) on pages 11-13 of the Family and Medical Leave Fact Sheet [Family and Medical Leave Fact Sheet](#)

Please review your next couple of pay checks to ensure your benefits enrollment deductions are occurring as normal. If not, please contact UCPath right away.

If your UCRP service credit was suspended

If you are on an unpaid leave of absence, you usually do not earn UCRP service credit. You may be able to purchase service credit for your leave period. The sooner you do this, the less it will cost you.

For further information you can refer to the UCRP [Service Credit Purchase Guide](#)