



Benefit Premiums when you are not receiving a paycheck

Employees on an unpaid leave of absence must continue to make benefit premium payments. A failure to make premium payments may result in losing your benefit coverages. The Company will utilize banked PTO and EPIC! hours to cover benefit premiums with each payroll. Employees must remit monthly benefit premium payments when PTO and EPIC! days are exhausted.

Employees mail premium payments to:

ImmunoTek
Attn: Accounting (Benefit Premiums)
5750 Johnston Street, Ste. 302
Lafayette, LA. 70503

Employees are responsible for ensuring their benefit coverage remains active once PTO and EPIC! days are depleted. Benefit premium payments are due on the first of each month for that month's coverage. A benefit premium notice will be provided after 15 days of continuous leave.

After 30 days of non-payment of premiums, coverage will terminate retroactively to the end of the previous month of paid coverage.

Please note the below timeline even if you have made timely benefit payments.

- Non-medical leave coverage will end after 13 consecutive weeks from the beginning of your leave of absence.
- Employee medical leave coverage will end after 26 weeks from the beginning of your leave of absence.

If your continuous leave of absence extends beyond the above periods, coverage will end, and you will be offered continued coverage through COBRA.

If you have questions or would like to speak with someone about benefit premiums, please contact the Immunotek leave administrator at immunotekloa@lockton.com or call 972-204-9378.