



SACRAMENTO STATE

Benefits Office

Office of Human Resources - Benefits
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<https://www.csus.edu/administration-business-affairs/internal/your-hr/benefits/>

Your Benefits While On A Sabbatical or Difference-In-Pay Leave

Healthcare and all other benefits will continue while you are on a paid Sabbatical or eligible Difference-In-Pay Leave. Your monthly employer and employee contributions continue uninterrupted. Contact the Benefits Office to schedule a benefits overview to assess the impact of your leave on your benefit programs.

BEFORE THE LEAVE BEGINS

1. Determine if you need to change your health/dental plan:
 - **HMO:** Anthem Blue Cross Select, Anthem Blue Cross Traditional, Blue Shield Access+, Blue Shield Trio, Kaiser, UnitedHealthCare, Western Health Advantage & Delta Care USA
 - Your coverage is restricted to a geographic location based on your home address/zip code.
 - You are not covered for routine care outside of your Plan's service area.
 - Contact your health plan regarding Guest Membership/Away from Home Care options when traveling.
 - Emergency coverage is provided worldwide.
 - Most plans have an Urgent care facility.
 - You must report an emergency within 24-48 hours.
 - Your plan will provide care in a non-plan hospital for as long as the medical condition prevents transfer to a Plan facility.
 - All emergency care requires plan approval.
 - If you move outside of your plan's service area, you may request a change in your health plan to a PPO.
 - **PPO:** PERS-Gold, PERS-Platinum & Delta Dental PPO
 - Coverage is worldwide for both emergency and routine healthcare.
 - Emergencies, hospital admissions and various procedures may still require pre-certification. (See Plan booklet)
 - Requires normal claims submission
 - **PLAN CHANGES:**
 - Requires address change (update).
 - Plan changes are effective the 1st of the following month.
 - Review premium and plan description booklets.

2. All family members must be enrolled in the same plan. Contact your health plan provider prior to your leave to discuss coverage.
 3. Review all voluntary deductions.
 4. Review your flexible spending accounts (HCRA/DCRA).
 5. Review your prescription drug needs with your provider.
 6. Update your beneficiary information and your address.
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DURING THE LEAVE

1. Contact the Benefits Office with eligibility issues.
 2. Contact the Benefits Office for all family status changes.
 3. Review Open Enrollment material.
 4. Contact your plan's customer service office if you have any claims processing needs.
 5. Be aware of your plan's pre-authorization requirements.
 6. Recognize time zones when contacting your plan.
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UPON RETURN FROM LEAVE

1. File all claim forms immediately.
2. Review open enrollment request with the Benefits Office.
3. Determine if you need to change your health or dental plan.
4. Review your salary reductions (403(b), 401(k), 457) contributions and other voluntary deductions.
5. Monitor your first pay warrant for discrepancies.
6. Request cost information for buyback of CalPERS service credit.
CalPERS: 888-225-7377 or www.calpers.ca.gov.