

Academic Summer Leave Insurance Termination Request

For employees on academic appointments

Employees on academic appointments will continue to be enrolled in any elected State Employee's Group Insurance Program (SEGIP) coverage through August 31. That is, coverage will continue even if separation/ resignation paperwork is processed prior to August 31, however, if you are not returning to employment following your leave, you can elect to terminate coverage prior to August 31 by completing this form. **Please note:** The Department of Central Management Services (CMS) does not allow retroactive termination of any SEGIP insurance coverage so it is imperative this form be received prior to the deadline dates indicated below to ensure your request is processed for the stated termination date.

Employee Name

AIS No. (or last four SSN)

I understand, based on my academic appointment, I am entitled to continue my insurance coverage with SEGIP through August 31, however, I elect to have my insurance coverage terminated on the date indicated below. I also understand if this form is not received by the deadline date associated with my listed termination date, my coverage will continue for the subsequent month and I will be responsible for the payment of all applicable premiums.

_____ Terminate Coverage May 31 *form must be received by May 20*

_____ Terminate Coverage June 30 *form must be received by June 20*

_____ Terminate Coverage July 31 *form must be received by July 20*

Employee Signature

Date

Email Address

Phone Number