



## Employees on a Leave of Absence (LOA) During Open Enrollment

You will receive open enrollment paperwork by mail. It's important to make sure your mailing address is up to date as the paperwork will be mailed to the address on record in PeopleSoft.

### Important Things to Know:

- **If you waived medical coverage** in 2025 and want to continue to waive medical coverage in 2026, you are required to complete and **return the medical waiver form** included in the Open Enrollment paperwork.
  - If you do not return the medical waiver form, your medical election will automatically be defaulted to the Kaiser Traditional HMO Employee Only medical plan. Excess Flex Credits, if any, will be deposited into a Health Reimbursement Account.
- **Spending Account choices will NOT carry over to next year.** Health Care Flexible Spending Accounts (HCFSAs), Dependent Care Flexible Spending Accounts (DCFSAs) and Health Savings Accounts (HSA) elections must be reelected annually.
  - If you would like to contribute to a HCFSAs, DCFSAs, or HSA, you must make your annual elections on the **Personal Enrollment Worksheet** found in your open enrollment paperwork. Return the form by email to the Employee Benefits Division.

### Reminders....

- **What Happens to Your Benefits on Leave of Absence?**
  - On a Protected Leave (FMLA/CFRA, PDL, Military, etc.) or Paid Leave, your benefits remain active.
  - On an Unprotected/Unpaid Leave your benefits terminate at the end of the month.

Please connect regularly with your Department Human Resources Officer (DHRO) so that you know your benefit enrollment status.

[Benefits for Employees on a Leave of Absence \(LOA\)](#)

- **Vacation** – If you will be on vacation the **entire** Open Enrollment period, October 6 through October 30, and you want to make changes to your elections, please email [DHRBenefits.FGG@sdcounty.ca.gov](mailto:DHRBenefits.FGG@sdcounty.ca.gov) **before** your planned vacation.
  - Include your name and employee ID# and provide both your work and personal email addresses. Let us know you will be on vacation and the dates you will be out. Specify any enrollment changes you would like to make for the 2026 plan year.

## Enrollment of a New Dependent(s):

**Prepare Your Dependent Documents Now** – If you wish to add a **new** dependent to any of your benefit plans, you will need to provide proof of relationship documents (e.g. marriage certificate for a spouse and birth certificates for children) by returning the documents with your enrollment forms.

## Completing Your Open Enrollment:

Complete your Open Enrollment elections using the documents mailed to you:

- **Personal Enrollment Worksheet**
- **Enrollment Change Form**
- **Medical Waiver Form** (if applicable)

## Return all required completed forms:

- You may scan or snap a photo of your documents and email all completed required forms to: [DHRBenefits.FGG@sdcounty.ca.gov](mailto:DHRBenefits.FGG@sdcounty.ca.gov)
- Once your elections are entered in the system (please allow up to two weeks), an email confirmation will be sent.

For more information, contact the Department of Human Resources, Employee Benefits Division by email: [DHRBenefits.FGG@sdcounty.ca.gov](mailto:DHRBenefits.FGG@sdcounty.ca.gov) or by phone: 888-550-2203, choose LOA desk, option 6.

**If you return to work during the Open Enrollment period, please make your elections directly through PeopleSoft eBenefits (even if you already returned your paperwork).**