



Your Benefits While on Leave of Absence

Your benefits will be maintained during your company approved leave of absence (LOA) under the same conditions as if you continued to work - as long as you continue to pay your portion of the benefit premiums. This document describes your benefit responsibilities and options while on LOA.

Qualifying Events: While on LOA, you are allowed to make changes to your insurance when you experience a “qualified status change.” Call the **Briggs & Stratton Benefit Service Center at 877-232-1083** or log into www.mybascobenefits.com to initiate a change **within 30 days** of the qualified event. You may:

- **Drop your coverage:** A LOA is a qualifying event to drop coverage.
- **Reinstate your coverage:** If you return to work as a full-time employee, you may reinstate to when you return from leave.
- **Add a dependent:** If you gain a dependent by marriage, birth or adoption while on LOA, you may add your child or spouse to any of your benefit plans.
- **Drop a dependent:** If your spouse or child has coverage through another plan or policy during your LOA, you may drop their coverage as long as you provide notification in a timely manner. You may also drop a dependent from coverage if the dependent becomes ineligible due to divorce, age or death.

Payment of Benefit Premiums While on LOA

- If you receive any regular pay or use vacation time during any portion of your LOA, benefit premiums will be deducted from your paycheck as long as there are sufficient funds available.
- Certain benefit payments will not be made while you are on a LOA. These include: 401(k), 401(k) loans, HSA, Health Care FSA and Dependent Care FSA.
- If you are not receiving any regular pay during your LOA, you are still responsible for making benefit premium payments. How you pay for your benefit premiums depends on the length of your LOA.

If your LOA less than 30 Days <i>Benefit Arrears Payroll Deductions</i>	If your LOA is 30 days or more <i>Benefit premiums will be billed</i>
<p>Missed premiums will be paid through payroll when you return to work.</p> <p>You will not be required to submit personal payment for benefit premiums. However, any past due premiums will be withheld from your paychecks when you return from your LOA.</p> <p>These payments are called "arrears deductions".</p> <ul style="list-style-type: none"> • Arrears deduction amounts will continue until the total amount due for the LOA period has been paid. • Arrears deduction amounts will be up to twice (2x) the amount of the premium in order to pay for any current & for past due amounts. 	<p>A benefit premium payment letter mailed to your home detailing the benefit premiums due & instructions on making payments. This LOA billing process is managed by Billing Services.</p> <p>Billing Services will bill:</p> <ul style="list-style-type: none"> • Pre-tax deductions: health, dental, vision, • Post-tax deductions: supplemental life/AD&D, dependent life, hospital indemnity and other voluntary programs

- If you do not make timely payments or if you do not return to work, your benefits will terminate retroactively to coincide with your last payment. If you do not pay premiums while you were on LOA, you are personally responsible for paying any medical or dental expenses you incurred, and you might not be eligible for COBRA coverage.

Company Building & System Access: While you are a continuous LOA, you will not have access to company buildings nor be able to log in to any of the information technology (IT) systems or applications. Your access will be restored upon formally returning to work. If you have any questions regarding this access, please contact your manager or HR representative.

Accessing Your Payroll Information: Contact Payroll for questions or assistance: 414-259-5613.

Login to: <https://www.dayforcehcm.com/mydayforce/login.aspx>

- Company: basco
- User Name: your index number (as printed on your ID badge)
- Password: your 4-digit birth year & the last 4 digits of your social security number (Example your birth year is 1960 & the last 4 of your social security number is 1234 = 19601234)
- Set up a new password
- Set-up &/or update security questions (Click on the “profile & settings”, the “security”)
- Set up a Personal Email Address for notifications (optional) (Click on “forms”, then “personal email address”)

Important: For more details regarding LOA & disability programs, please read the Briggs & Stratton policies posted in the benefits portal library. Just log into mybascobenefits.com & click on “Menu > Items to Explore> Resources” in the top banner.