

MM, DD, YYYY

Employee Name

Address 1

City, State Zip Code

IMPORTANT NOTICE for Open Enrollment during an Unpaid Leave of Absence or Short Work Break

The **2026 Benefits Open Enrollment** period runs from **8:00 a.m. October 30, 2025, through 5:00 p.m. November 21, 2025.**

If you made Open Enrollment changes while in an **active** or **paid** status and have since begun an **Unpaid Leave of Absence** or **Short Work Break**, please note that the changes you requested will not take effect until you return to work.

You are only eligible to make changes to plans in which you are still enrolled and making direct payments to UCPath. **Any eligible changes you make will become effective 01/01/2026.** Please refer to the matrix below.

2026 Open Enrollment Matrix		
<i>Eligible Benefit Changes during Unpaid Leave of Absence or Short Work Break</i>		
Plan Type	If “Enrolled”	If “Waived”
Medical Insurance Dental Insurance Vision Insurance	- Change plan (e.g., Blue & Gold HMO to Kaiser or PPO to HMO) - Enroll or remove dependent(s) - Cancel coverage	Ineligible until return to “pay status”
Legal Insurance	- Enroll or remove dependent(s) - Cancel coverage	Ineligible until return to “pay status”
Accidental Death & Dismemberment	- Remove dependent(s) - Decrease coverage dollar amount - Cancel coverage	Ineligible until “return to work”
Accident Hospital Indemnity	- Enroll or remove dependent(s) - Cancel coverage	Ineligible until return to “pay status”
Critical Illness: <u>Employee</u> Critical Illness: <u>Spouse/DP</u>	- Enroll or remove dependent(s) - Increase coverage dollar amount - Decrease coverage dollar amount - Cancel coverage	Ineligible until return to “pay status”
Health & Dependent Care Flexible Spending Account (FSA)	Ineligible until return to “pay status”	Ineligible until return to “pay status”

Note: Since OE is a “passive enrollment,” if you choose **not** to make any changes, your current enrollments for which you are direct paying will carry over to 2026. When you return to pay status and/or return to work, you will be able to re-enroll in coverage that you waived or that was canceled during your leave, including Health & Dependent Care Flexible Spending Account(s)

Important Update for CORE and Health Savings Plan Enrollees

If you are currently enrolled in the CORE or Health Savings Plan (HSP), please be aware that you will be automatically moved to the new **HealthSavings+** plan, which will be administered by Blue Shield of California. You do not need to take any action to make this change. However, note that the benefits – deductible, coinsurance and out-of-pocket maximum - of HealthSavings+ are different than those of CORE and HSP, and you should review all available options to make sure you will be in the plan that best meets your needs.

The **ALEX** tool can help you decide which plan is the best fit. Go to <https://start.myalex.com/uc>, answer a few questions, and **ALEX** will provide premium rates specific to you, estimates of out-of-pocket costs for care and a side-by-side plan comparison.

How to Make Open Enrollment Changes

You **must** use the *2026 Open Enrollment Form* to make eligible benefits changes, since you are on an Unpaid Leave of Absence or Short Work Break, and do not have access to make open enrollment changes via self-service.

How to Access the Open Enrollment Form

To complete your open enrollment, you have **three** options for accessing the form:

1. **QR Code:** the fastest and most convenient method, scan the QR code on this letter to access the PDF form.

Staff/Faculty 2026 OE Form



PostDoc 2026 OE Form



2. **Via UCnet:** Navigate directly to the Open Enrollment information page at [OE 2026 LWOP/SWB Forms](#).
3. **Via UCPATH Online:** Log in to UCPATH, click the **Accruals & Leaves** tab at the top, and scroll down to the Forms section. Select the applicable Leave without pay OE form “**Staff/Faculty SWB-LOA OE Form**” or “**Postdoc LOA OE Form**”.

Please submit your Open Enrollment PDF Form using one of the following methods:

Via Email: ucpath@universityofcalifornia.edu

- In the subject line, write: **LWOP OE** (if the subject line is not included, your open enrollment form processing **may be delayed**)
- OE Forms submitted via email to UCPATH must be sent by **November 21, 2025, at 5:00 p.m.**

Via UCPATH:

- Log in to UCPATH using the Single Sign On (SSO)
- Click 'Ask UCPATH'
- Select 'Submit an Inquiry'
- Under "What can UCPATH assist you with?" Be sure to specify & include: **LWOP OE**
- Under the "Detailed Description" section, provide a description & include the term: "**LWOP Open Enrollment PDF Form.**"
- Verify best contact email and phone number
- Scroll down and click Upload files
- Once uploaded, click Submit an inquiry

Via Fax:

- (855) 982-2329

Via USPS Mail:

- UCPATH
14350-1 Meridian Parkway
Riverside, CA 92518
- OE Forms mailed to UCPATH must be postmarked no later than **November 21, 2025, at 5:00 p.m.**

If you submit multiple forms, the most recently dated form will be processed with your final elections.

For help **finding** or **submitting** your Open Enrollment form, please contact **UCPATH** at **(855) 982-2329**.

Additional information about your choices, plan changes, and costs can be found by visiting ucal.us/oe or contacting your local Leave Administrator.

Sincerely,

UCPATH

Glossary

Term	Category	Definition
Unpaid Leave of Absence	Leave	Approved 'leave without pay' in UCPath allowing employees to continue benefits by direct payment when there are no sufficient earnings.
Short Work Break	Employment Status	Approved status in UCPath allowing employees to continue benefits by direct payment while off Pay status.
Enrolled	Benefits	An employee who has opted into prior benefit coverage and chooses to continue coverage during an Unpaid Leave of Absence or Short Work Break.
Waived	Benefits	An eligible employee who made a formal choice to decline or opt out of benefit coverage. In the context of leave, this means choosing not to continue coverage .
Pay Status	Compensation	The employee's current state of receiving compensation (e.g., active or on paid leave). Returning to this status from leave is often an approved ' Leave with Pay '.
Return to Work	Employment Transition	The act of an employee starting or resuming job duties after an absence. It's used in UCPath to return an employee from leave to an ' Active at Work ' status.