



Group Term Life Insurance (GTLI) Continuation While on Leave Without Pay Form

Section 1: Terms for Continuation of GTLI

I choose to continue Group Term Life Insurance (GTLI) coverage for any period during which I am on Leave Without Pay (LWOP).

I understand that the following conditions apply:

- I must have at least one year of continuous service before I can continue my GTLI coverage while on LWOP.
- Premiums in the amount 1% of the final monthly salary immediately prior to my period of LWOP will accumulate each month while I am on LWOP.
- The accrued premiums will be paid to the Employees' Retirement System in one of the following ways:
 - At retirement, OR
 - Deducted from my refund of annuity and savings fund account, OR
 - Upon my death the premiums will be deducted from the GTLI payment to my beneficiaries

NOTE: If terminating employment with at least 18 years of Creditable Service (excluding forfeited leave), GTLI coverage is automatically retained. This coverage can be discontinued only by a written request to ERSGA. Premiums will continue to accrue until this request is received by ERSGA.

For more information, see the ERS Handbook on the ERSGA website: ers.ga.gov

If you have any questions about GTLI LWOP Continuation, please contact ERSGA at 404-350-6300.

Section 2: Member Information

First Name: _____ Middle Initial: _____

Last Name: _____

Street Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Email: _____

Section 3: Signature & Acknowledgement

I have read and I understand the instructions and provisions listed above.

Signature: _____ Date: _____

Complete, sign, and mail or upload this **original form** to ERSGA along with a copy of a **valid photo identification**. Do not email or fax. Changes are not valid until received by ERSGA.