



TEXAS TECH UNIVERSITY
HEALTH SCIENCES CENTER™

School of Medicine

Operating Policy and Procedure

SOM OP: 50.16, **Insurance Premiums while on Leave without Pay**

PURPOSE: The purpose of this School of Medicine (SOM) policy and procedure is to establish guidelines regarding payment of insurance when a resident is on leave without pay.

REVIEW: This SOM Policy and Procedure shall be reviewed within each odd-numbered fiscal year by the TTUHSC Graduate Medical Education Coordinating Council. Revisions will be forwarded to the Office of the Dean for approval and publication

POLICY/PROCEDURE:

1. **General.** Texas Tech University Health Sciences Center (TTUHSC) School of Medicine shall have a policy which assures payment of insurance premiums when a resident is on leave without pay. The group insurance policy prohibits the resident on leave from paying premiums to the insurer.
 - a. The residency program shall be responsible for collecting the monthly premium from the resident on leave without pay.
 - b. A second option would allow the residency program to recommend to the Dean that the insurance premium be paid from the residency account.
2. **Documentation.** If a resident on leave without pay is required to pay his/her insurance premium payment, the process shall be well documented.