



TEXAS TECH UNIVERSITY
HEALTH SCIENCES CENTER™
School of Medicine

Policy and Procedure

INSURANCE PREMIUMS/LEAVE WITHOUT PAY

PURPOSE: To establish a written institutional policy regarding payment of insurance premiums when a resident is on leave without pay.

POLICY/PROCEDURE:

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.

1. The residency program shall be responsible for collecting the monthly premium from the resident on leave without pay.
2. A second option would allow the residency program to recommend to the Dean that the insurance premium be paid from the residency account.
3. If a resident on leave without pay is required to pay his/her insurance premium payment, the process shall be well documented.