

## **Update on missed Cost Share Payments due to Mandatory or Voluntary Shutdown Weeks**

### **Missed Cost Share Payments:**

**Employees that take unemployment pay or personal leaves with no pay for mandatory or voluntary shutdown weeks and will miss their weekly payroll cost share payment deduction, accidental death and dismemberment deduction and supplemental life insurance deductions for those weeks will have their deductions taken on a one for one basis upon receiving their first back to work paycheck. For example if you missed two weeks of cost share you will have double deductions for two weeks (one for the current week and one for the missed week). This will continue as required each week until all deductions are up to date.**

**Sedgwick will only invoice (bill) employees that will be out on a personal leave if they return to work after the return to work date established by the Company. This invoice will be mailed for any missed weekly payroll cost share deductions, accidental death and dismemberment deductions and supplemental life insurance deductions at the end of the following month. If invoices are not paid within 90 days, benefits for you and your dependents will be at risk of being terminated. Benefits may be reinstated when the outstanding balance due is paid in full, however the period between the termination of benefits and the reinstatement of benefits you and your family will not have medical, dental, prescription, vision or life insurance coverage and any claims incurred during this lapse in coverage will be your responsibility. Detailed payment instructions are included on the invoice.**