Boston University offers you insurance plans that provide benefits to help maintain financial security for your beneficiaries in the event of your death.

Under the Group Basic Life Insurance Plan, you are automatically provided with basic coverage equal to one times your annual base salary at no cost to you as long as you are actively at work on the day your coverage becomes effective.

If you wish and are eligible, you can, at your expense, also purchase Group Supplemental Life Insurance equal to one, two, three, four, or five times your base annual salary. You may also cover your spouse and children under this plan.

The Travel Accident Insurance Plan is also provided at no cost to you. It provides benefits to you or your beneficiaries if you suffer a covered injury or are injured or killed while traveling on authorized University business.

The Personal and Family Accident Insurance Plan provides benefits should you or your family members suffer a covered injury or be killed as the result of any accident—for University employees this includes accidents on and off the job—on a worldwide, 24-hour basis. You pay the cost for the coverage you choose under this plan.

Once you have completed five years of service, the Supplemental Death Benefit Plan will automatically provide your beneficiaries with a lump sum payment equal to one month’s base salary in the event of your death. The benefits under this plan are provided free of charge to you and apply regardless of the amount of coverage you have under other University-sponsored plans.
Basic Life Insurance Plan

Eligibility

If you are classified by the University as a regular employee, work a full-time schedule, and have an appointment of nine months’ or more duration, you are eligible to participate in the Basic Life Insurance Plan on your first day of active employment.

Employees whose percentage time worked decreases below the eligibility requirements for the Basic Life Insurance Plan as of January 1, 2015, will no longer be able to participate in the Basic Life Insurance Plan.

Coverage

The University will automatically provide you with basic life insurance equal to one times your annual base salary, rounded up to the next highest $1,000 if not already an even multiple of $1,000, to a maximum of $1,000,000.

For example, if your annual base salary is $28,100, your basic life insurance coverage is $29,000. If your annual base salary is exactly $28,000, your basic life insurance coverage is $28,000.

Your basic life insurance coverage becomes effective on your first day of active employment. If you are absent from active work and not performing your normal duties on the day your basic life coverage would normally begin, you will not be covered by this insurance until the day you return to active work.

When the amount of your annual base salary changes, the amount of basic life insurance may also change. For example, if your base salary increased from $29,100 to $29,300 per year, you would still have $30,000 in basic life insurance coverage. If your base salary increased from $28,800 to $29,200, your basic life insurance would increase from $29,000 to $30,000 of coverage. The change takes effect on the first of the month coincident with or next following the effective date of an increase in your salary.

If your salary decreases, your basic life insurance coverage remains the same. If you are not actively at work performing your duties on the day a change in your basic life coverage would normally become effective, the change will not become effective until the day you return to active work.

Cost

You pay nothing for your basic life insurance under this plan. The cost of this coverage is paid entirely by the University.

Special Tax Considerations

Under current tax laws, all or a portion of the value of employer-paid basic life insurance coverage in excess of $50,000 is subject to federal income, Massachusetts state income, and Social Security taxes. This taxable amount is called “imputed income,” and will be included in the taxable earnings shown on your W-2 Form.

Payment of Benefits to Your Beneficiary

This plan will pay the full amount of your Group Basic Life Insurance in force at the time of your death to the beneficiary of your choice. You choose your beneficiary by completing a form provided to you by Human Resources, or from the website at www.bu.edu/hr/documents/group_life_statement.pdf, at the time your coverage begins. You must complete, sign, and return the form to Human Resources for it to become effective. You may change your beneficiary at any time by completing, signing, and returning a new form. If no proper beneficiary designation is in effect at the time of death, the benefit goes to the surviving spouse. In the absence of a surviving spouse, the benefit is paid to any children, parents, and siblings in equal shares.

Events Affecting Your Coverage

If You Become Totally Disabled

Once you begin to receive disability benefits from the University’s Long-Term Disability Plan, the amount of life insurance coverage available is equal to your basic insurance in effect on the date you stop working because of your total disability, subject to any subsequent age-related reductions, as explained below. This coverage continues at no cost to you while you are receiving benefit payments under the Long-Term Disability Plan.

For full details, contact Human Resources.

If You Continue to Work Beyond Age 65 or Are Covered as a Result of Total Disability after Age 65

If you continue to work beyond age 65, or are covered as a result of total disability after age 65, your basic life insurance will be reduced to a percentage of the coverage in force just prior to your 65th birthday.
The amount of your insurance will be rounded to the next higher $1,000 and reduced to the percentage noted below.

This reduction in your coverage will be made according to the following schedule:

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<tr>
<th>Attained Age</th>
<th>Percent of Original Benefit</th>
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<tr>
<td>65</td>
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<td>70</td>
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<td>75</td>
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<td>80 and older</td>
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<td>30%</td>
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<tr>
<td>80 and older</td>
<td>20%</td>
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</table>

If you enter the plan after age 65, your basic life insurance will be limited to a percentage (determined according to the schedule above) of your base salary in effect upon hire.

**How to Obtain Benefits**

In the event of your death, your beneficiary should contact Human Resources as soon as possible. The University will then provide claim forms to your beneficiary and assist in submitting the forms to the insurance carrier.

**Appealing a Denial**

The insurance company is solely responsible for determining what constitutes a covered claim under this plan.

If your beneficiary applies for benefits from this plan and either part or all of the claim is denied, he or she has the right to appeal the denial.

Additional information about how to appeal a denial of benefits is included in the "Administrative Information" section of this handbook.

Administration of your portable coverage is continued on a direct bill basis through the life insurance company. You must apply for portability and pay your first premium within 31 days after the termination of the coverage. A physical examination will not be required, but you will need to satisfy the insurance company’s eligibility requirements as listed above. Your insurance coverage will continue during this 31-day period should you die during this period.

**Accelerated Benefit**

If you are terminally ill as a result of an illness or physical condition which is expected to result in death within 24 months while you are insured under the Group Policy, you may be able to receive during your lifetime a portion of your insurance as an Accelerated Benefit. You must have at least $10,000 of insurance in effect to be eligible.

You may receive an accelerated benefit of up to 75% of your insurance. The maximum accelerated benefit is $500,000. The minimum accelerated benefit is $5,000 or 10% of your insurance, whichever is greater.

You must apply to the insurance company on their form for an accelerated benefit. You must include a statement from a physician that you have a qualifying medical condition.

**Additional Administrative Information.**

For additional information such as plan administrative information and your rights under ERISA, please refer to the Administrative Information section of this Handbook.
Group Supplemental Life Insurance Plan

Eligibility and Coverage

Eligibility for You

If you are classified by the University as a regular employee, work a full-time schedule, and have an appointment of nine months’ or more duration, you and your eligible family members are eligible to participate in the Group Supplemental Life Insurance Plan on your first day of active employment.

Employees whose percentage time worked decreases below the eligibility requirements for the Group Supplemental Life Insurance Plan as of January 1, 2015, will no longer be able to participate in the Group Supplemental Life Insurance Plan.

Coverage for You

You have the option of purchasing your own Group Supplemental Life Insurance coverage for you equal to one, two, three, four, or five times your base annual salary. If that amount is not already an even multiple of $10,000, it is rounded to the next higher $10,000 up to $2,500,000.

For example:

- If your annual base salary is $28,100 and you elect Group Supplemental Life Insurance equal to three times your annual base salary, you will have an additional $90,000 of insurance for a total amount of $119,000 including the basic insurance that the University provides.

Coverage for Your Spouse

You may also elect to cover your spouse individually for an amount in even multiples of $10,000 but only if you choose to enroll for supplemental coverage for yourself. The maximum coverage amount you may elect for your spouse is three times your annual base salary (rounded up to the next higher multiple of $10,000) or $100,000, whichever is less.

In the event of divorce, your former spouse will no longer be covered by the spousal coverage.

Dependents’ Eligibility

Your child(ren) may be covered starting at live birth through their 19th birthday. Dependent child(ren) must be unmarried to be considered eligible. You may enroll your children in Group Supplemental Life Insurance coverage if you elect supplemental coverage for yourself.

Coverage for Your Dependents

Your dependents are eligible for coverage amounts of $5,000 or $10,000 of insurance for each child.

Enrolling in Group Supplemental Life Insurance

Enrolling Yourself in Group Supplemental Life Insurance

You may enroll in Group Supplemental Life Insurance coverage for yourself for up to $500,000 without evidence of insurability, but you must be actively at work, if you complete the enrollment process on Employee Self Service at www.bu.edu/buworkscentral and select BU Benefits Center within 31 days after your benefits orientation, assuming you commence active employment as required by the supplemental life insurance coverage. In this case, your Group Supplemental Life Insurance coverage becomes effective on the date you enroll. Any insurance for which evidence of insurability is required will not become effective until the insurance company approves the evidence and all other policy requirements (e.g., actively-at-work requirements) are also satisfied.

If you do not elect Group Supplemental Life Insurance coverage within 31 days after your orientation or you enroll for coverage that exceeds $500,000, the insurance company will require you to provide evidence of insurability satisfactory to the insurance company. Any insurance for which evidence is required will not become effective until the insurance company approves the evidence.

If you are absent from active employment and not performing your regular duties on the day your Group Supplemental Life Insurance coverage would normally begin, you will not become covered until the day you return to active work.

If your annual base salary changes, the amount of Group Supplemental Life Insurance you have elected will automatically change to one, two, three, four, or five times your new base annual salary. This change will be effective on the first of the month on or following the date the change in your base salary becomes effective.
If your salary decreases, your Group Supplemental Life Insurance coverage remains the same.

If you are not at work on the day a change in your Group Supplemental Life Insurance coverage would normally become effective, the change will not become effective until the day you return to work.

**Enrolling Your Spouse in Group Supplemental Life Insurance**

You may enroll your spouse in Group Supplemental Life Insurance coverage if you elect supplemental coverage for yourself. Coverage is available for your spouse from $10,000 to $100,000 (not to exceed three times your base salary rounded up to the next higher multiple of $10,000). If you complete the enrollment process on Employee Self Service at www.bu.edu/buworkscentral and select BU Benefits Center within 31 days of your benefits orientation, you may enroll your spouse for an amount up to $20,000 without providing evidence of insurability. In order for dependents (spouse or child) to be eligible for coverage, they cannot be hospital or home confined, and must be able to carry out all their normal activities of daily living.

The eligibility date for your spouse is your eligibility date, or any later date when you first have or adopt a child.

To elect Group Supplemental Life Insurance coverage go to Employee Self Service at www.bu.edu/buworkscentral. Select BU Benefits Center, then select Update Life Insurance Coverage. This authorizes the University to deduct the cost of the Group Supplemental Life Insurance coverage that you desire from your paychecks. The employee is automatically the beneficiary of spouse or dependent life insurance.

**Cost**

You pay for Group Supplemental Life Insurance, if you choose it. The cost to you depends on your age and the amount of Group Supplemental Life Insurance you desire.

The cost of Group Supplemental Life Insurance will increase with your age or with an increase in the amount of coverage you have. An increase in cost resulting from a change in your age will become effective on the first of the month in which you have a birthday when your age bracket changes. An increase in the amount of coverage resulting from an increase in your base pay will become effective on the first of the month on or following the date the change becomes effective. You pay for your portion of the premiums for your Group Supplemental Life Insurance with after-tax dollars.

**Changing or Stopping Your Supplemental Life Insurance**

Because your premiums for Group Supplemental Life Insurance are after-tax contributions, there are no tax law restrictions as to when you can change your amount of coverage, stop your coverage, or begin your coverage. The insurance company may require you to provide evidence of insurability if you increase your coverage or begin coverage after your initial enrollment period of the 30 days following your benefits orientation.

**Special Tax Considerations**

Under current tax laws, the value of your spouse’s life insurance coverage is subject to federal income, Massachusetts state income, and Social Security taxes. These taxable amounts are called “imputed income.” Imputed income for your spouse’s life insurance benefit will be reported as income on each paycheck, and will be included in the taxable earnings shown on your W-2 Form. Coverage for your spouse is subject to imputed income for tax purposes.

**Events Affecting Your Coverage**

**If You Become Totally Disabled**

Once you begin to receive disability benefits from the University’s Long-Term Disability Plan, the amount of life insurance coverage available is equal to your supplemental insurance in effect on the
date you stop working because of your total disability, subject to any age-related reductions, as explained below. This coverage continues at no cost to you while you are receiving benefit payments under the Long-Term Disability Plan. For full details, contact Human Resources.

If You Continue to Work Beyond Age 65 or Are Covered as a Result of Total Disability after Age 65

If you continue to work beyond age 65 or are covered as a result of total disability after age 65, your Group Supplemental Life Insurance will be reduced to a percentage of the coverage in force just prior to your 65th birthday. The amount of your insurance will be rounded to the next higher $10,000 and reduced to the percentage noted below. This reduction in your coverage will be made according to the following schedule:

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If you enter the plan after age 65, your Group Supplemental Life Insurance will be limited, according to the schedule, to a percentage of the coverage you would have been eligible for before age 65.

If You Retire

When you retire, your Group Supplemental Life Insurance, and/or any spouse or child Group Supplemental Life Insurance you had elected, will end on the last day of the month of your retirement.

How to Obtain Benefits

In the event of your death, your beneficiary should contact Human Resources as soon as possible. Your beneficiary for the Group Supplemental Life Insurance Plan is the same beneficiary as the one you designate for the basic life insurance coverage unless you indicate otherwise. Once notified of your death, the University will provide claim forms to your beneficiary and assist in submitting them to the insurance carrier. You are the beneficiary of your spouse or child coverage. You should contact Human Resources should your spouse or child die.

Appealing a Denial

The insurance company is solely responsible for determining what constitutes a covered claim under this plan.

If your beneficiary applies for benefits from this plan and either part or all of the claim is denied, he or she has the right to appeal the denial. Additional information about how to appeal a denial of benefits is included in the “Administrative Information” section of this handbook.

Termination, Conversion, or Portability of Coverage

Apply for Coverage Under Portability Plan

Life Insurance ends automatically on the date you are no longer eligible to be a member (see Eligibility on page 57). Group Supplemental Life Insurance for your spouse and/or child will also end if you die or receive disability benefits from the University’s Long-Term Disability Plan.

The Group Supplemental Life Insurance in effect for you and your dependents at the time that your group coverage ends is portable or convertible.

If your insurance under the Group Policy ends or is reduced, you may be eligible to buy portable group insurance coverage for yourself and your dependents without submitting Evidence of Insurability.

The minimum and maximum amounts that you are eligible to buy under the Group Life Portability Insurance Policy are shown below. You may buy less than the maximum amounts in increments of $1,000. The combined amounts of insurance purchased under this Portability of Insurance provision and the Right to Convert provision cannot exceed the amount in effect under the Group Policy on the day before your insurance under the Group Policy ends or is reduced.

- For you, the minimum amount is $10,000, and the maximum amount is $1,000,000.
- For your spouse, the minimum amount is $5,000, and the maximum amount is $100,000.
- For your dependent children, the minimum amount is $1,000, and the maximum amount is $10,000.

Administration of your portable coverage is continued on a direct bill basis through the life insurance company. You must apply for portability and pay your first premium within 31 days after the termination of the coverage. A physical examination will not be required, but you will need to satisfy the insurance company’s eligibility requirements as listed above. Your insurance coverage will continue during this 31-day period should you die during this period.
Convert Your Coverage to a Non-Group Plan

When your Supplemental Life coverage ends, you may convert your coverage to an individual whole life insurance policy if you apply to the insurance company. If the amount of your supplemental life insurance is reduced because of age, you may also convert the lost coverage to an individual whole life insurance policy issued by the insurance company.

You must apply for conversion, satisfy the insurance company’s requirements, and pay your first premium within 31 days after the reduction or termination of the coverage you wish to convert. A physical examination will not be required to convert your coverage.

Your insurance coverage will continue during the 31-day conversion period should you die during this period.

Accelerated Benefit

If you are terminally ill as a result of an illness or physical condition which is expected to result in death within 24 months while you are insured under the Group Policy, you may be able to receive during your lifetime a portion of your insurance as an Accelerated Benefit. You must have a qualifying medical condition.

Additional Administrative Information.

For additional information such as plan administrative information and your rights under ERISA, please refer to the Administrative Information section of this Handbook.

Personal and Family Accident Insurance Plan

Eligibility

If you are classified by the University as a regular employee, work a full-time schedule, and have an appointment of nine months’ or more duration, you and your eligible family members may participate in the Personal and Family Accident Insurance Plan.

For the purposes of the plan, your eligible dependents are your spouse and your unmarried dependent children from birth through 19 years.

To elect Personal and Family Accident Insurance coverage, complete the enrollment process on Employee Self Service at www.bu.edu/buworkcentral and select BU Benefits Center. Coverage is effective on the first day of the month on or following the date you enroll.

If you do not elect coverage under this plan within 30 days of your benefits orientation meeting, your next opportunity to enroll will be during the open enrollment period. You will not be required to submit evidence of good health if you delay your enrollment.

Employees whose percentage time worked decreases below the eligibility requirements for the Personal and Family Accident Insurance Plan as of January 1, 2015, will no longer be able to participate in the Personal and Family Accident Insurance Plan.

Coverage

The plan covers you and your enrolled dependents against any accidental bodily injuries. For University employees, this includes accidents on or off the job worldwide, 24 hours per day.

Coverage for You

The Personal and Family Accident Insurance provides financial protection to you or your beneficiary if you should die, or lose sight, a limb, speech or hearing, or become paralyzed as the direct result of an accident. You may choose any amount of coverage in multiples of $10,000 up to $350,000 (amounts over $150,000 cannot exceed ten times your annual base salary).

Coverage for Your Family

If you choose family coverage, the plan will provide you with additional financial protection if your spouse or an eligible dependent dies or becomes dismembered as the direct result of an accident. If you choose family coverage, all of your dependents are “covered members” of the plan.

For every $10,000 of insurance covering you, the coverage amounts for your family members will be:

- $6,000 coverage for your spouse, if you have no eligible children; or
- $5,000 for your spouse and $1,500 for each eligible child; or
- $2,000 for each eligible child, if you have children but no spouse.

For example, suppose you chose $50,000 of coverage for yourself. If you are married with no children, your spouse would be insured for
$30,000 of coverage. If you are married with children, coverage would be $25,000 for your spouse and $7,500 for each child. If you have children but no spouse, coverage for each child would be $10,000.

Cost
The amount you pay depends on the amount of coverage you want or whether or not you want coverage for your family.

How Insurance Premiums Are Paid
You pay for the cost of the premiums for both you and your family with pre-tax dollars. This is because Boston University automatically takes your payments from your paycheck before federal income, state income, and Social Security taxes are taken out.

Automatic before-tax insurance premium payments are allowed under the provisions of Section 125 of the Internal Revenue Code. These provisions are explained in more detail in the “Flexible Benefits” section of this handbook.

Changing or Stopping Coverage
Because you pay for your coverage with before-tax dollars, the provisions of Section 125 of the Internal Revenue Code also govern how and when you may make changes in your Personal and Family Accident Insurance coverage. Under the current provisions of Section 125, you may change the amount of your coverage or cancel your coverage once each year, during the annual open enrollment period. The only other time you may make a change in your Personal and Family Accident Insurance coverage is if you have a Qualifying Life Event. Qualifying Life Events are explained in the “Flexible Benefits” section of this handbook.

Types of Benefits
Benefits, in the event of a covered loss, are based on the coverage amounts in effect for you and your covered family members at the time of the loss.

Accidental Death Benefits
The plan will pay the full coverage amount to your beneficiary if you die as a direct result of an accident. If a covered member of your family dies as the direct result of an accident, you will receive the coverage amount applicable to that dependent.

If you or any of your covered family members die as the result of a covered accident that occurs while you are either riding as a passenger or driving a private passenger car while wearing a seat belt, the plan will pay a benefit equal to 10% of your coverage amount or $25,000 (whichever is less). This benefit will be paid in addition to any other accidental death benefits.

Unless you designate otherwise, the beneficiary for the Personal and Family Accident Plan will be the same as the one you designate for the Basic Life Insurance Plan. Beneficiary designations may be changed at any time by completing a new form.

If you elect family coverage and you die as a result of an accident, the following special provisions apply:

• Extensions of Family Coverage
  Coverage for your surviving family members will continue, at no cost to them, for 90 days from the date of your last premium payment.

• Education Benefit
  The plan will pay, in addition to all other benefits, 2% of your coverage amount on behalf of any dependent child who at the time of your accident was enrolled as a full-time student in a college or university. The education benefit will also be paid to a dependent child who at the time of your accident is in the twelfth grade, if he/she enrolls as a full-time student in a college or university within 365 days of the accident.

  The education benefit is paid annually, for a maximum of four consecutive payments, as long as the dependent child remains in college as a full-time student.

  If you have no dependent children who qualify for the education benefit, the plan will pay a one-time additional benefit of 2% of the full coverage amount to your beneficiary.

• Day Care Benefit
  The plan will pay, in addition to all other benefits, the lesser of $3,000 or 3% of your or your spouse’s coverage amount on behalf of each insured dependent child under age seven. If you have no dependent children who qualify for the Day Care benefit, the plan will pay a one-time additional benefit of 3% of the full coverage amount up to $3,000 to your beneficiary.

If you have coverage for yourself and your family, and both you and your spouse die within 365 days as a result of the same accident or separate accidents within 24 hours of each other, the amount payable for loss of the life of your spouse will be...
increased to the same amount payable for your death.

The accidental death benefit is normally paid in a lump sum of cash. However, you or your beneficiary may choose to have all or part of your benefit from the plan paid in a fixed number of monthly installments, rather than in a lump sum, in accordance with the insurance company's rules.

**Accidental Dismemberment Benefits**

If you or a covered member of your family should become seriously injured in an accident, the plan will pay to the injured person:

- 100% of the coverage amount for the loss of both feet, hands, the sight of both eyes, speech and hearing, or any combination of two of the following: a hand, a foot, or the sight of one eye.
- 50% of the coverage amount for the loss of one foot, one hand, sight of one eye, speech, or hearing.
- 25% of the coverage amount for the loss of a thumb and an index finger on the same hand.

Loss means complete and irreversible loss. The plan will pay for the above losses only if they occur within one year after the date of the accident and as a direct result of that accident.

Accidental dismemberment benefits will be paid in a lump sum of cash.

**Loss of Use Benefit**

The plan will pay you a loss of use benefit if you are determined to be paralyzed within 365 days of an accident. Benefits will be paid according to the schedule above.

*For plan purposes, “paralysis” means complete and irreversible loss of use of a limb.

**If You Continue to Work Beyond Age 70**

If you continue to work beyond age 70, your coverage will be reduced to a percentage of the coverage in force just prior to your 70th birthday. This reduction in your coverage will be made according to the following schedule:

If you enter the plan after age 70, your coverage will be limited, according to the schedule, to a percentage of the coverage you would have been eligible for before age 70. The coverage for a spouse under age 70, and any dependent children, will be based on a percentage of your coverage prior to age 70 (see the “Coverage for Your Family” section for examples).

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<td>70 through 74</td>
<td>82.5%</td>
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<td>75 through 79</td>
<td>57.5%</td>
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<tr>
<td>80 through 84</td>
<td>37.5%</td>
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<tr>
<td>85 and older</td>
<td>20.0%</td>
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After you reach age 70, the cost of premiums for coverage for you and your family will be based on the cost of your coverage amount prior to age 70.

**Exclusions**

In plans of this type, there are some losses which are not covered. Excluded losses are those caused in whole or in part by:

- Declared or undeclared war or an act of either
- Services in the armed forces of any country
- Suicide or a suicide attempt while sane or self-destruction or an attempt to self-destroy while insane
- The voluntary use of any drug or controlled substance unless used as prescribed by a physician
- Sickness, disease, or any bacterial infection other than one related to a cut or wound resulting from an accident covered by this plan

Under this plan, coverage for air travel is provided while riding as a passenger, and not as a pilot or crew member, in any aircraft being used for the transportation of passengers except one owned, operated, or leased by or on behalf of Boston University. For a complete explanation of these exclusions, contact Human Resources.

Finally, the plan does not provide coverage for anyone serving full time in the armed forces of any country for more than two months. Premiums paid for coverage during such periods of military service will be refunded.

**How to Obtain Benefits**

To claim benefits from the Personal and Family Accident Insurance Plan, you or your beneficiary should contact Human Resources as soon as possible after the loss. Human Resources will help you complete the claims forms and will forward them to the insurance company.

To process an accidental dismemberment or paralysis claim, the insurance company may require you or your family member(s) to
be examined by a physician at the company’s expense.

**Appealing a Denial**

The insurance company is responsible for determining when benefits will be paid under this plan. If the insurance company denies your claim for benefits, consult Human Resources for information on the procedure for appealing the denial. Additional information about how to appeal a denial of benefits is included in the “Administrative Information” section of this handbook.

**Leaves of Absence or No-Pay Status**

If you leave active work for any reason for a prolonged period of time, you should always contact Human Resources to ask what effect your absence may have on your participation in this plan.

- **Leave of Absence with Pay** If you are granted a leave of absence with pay, your coverage will continue, provided your usual payroll deductions continue.

- **Leave of Absence without Pay or No-Pay Status** If you are granted a leave of absence without pay or are on no-pay status, you may continue your coverage during your leave provided you pay the cost of continuing this coverage. If you choose to continue coverage, you should contact Human Resources before you begin your leave, in order to make the necessary billing arrangements. This coverage will automatically be canceled for non-payment of bills.

If you choose not to continue this insurance, coverage will automatically end on the last day of the month in which you are granted such leave. To reinstate coverage when you return from your leave, you must re-enroll, provided you are still eligible. To do so, contact Human Resources.

**Termination and Conversion of Coverage**

Your insurance coverage under the Personal and Family Accident Plan will end on the day after you terminate your employment with the University or your status as a regular full-time employee ends.

When your coverage under the plan ends, you may convert your coverage for yourself and your covered dependents to an individual policy at the insurance company’s regular individual policy rates. You will not have to submit evidence of good health to convert your coverage. However, you must apply, in writing, to the insurance company within 31 days of the date your coverage under the Personal and Family Accident Insurance Plan ends.

**Additional Administrative Information.**

For additional information such as plan administrative information and your rights under ERISA, please refer to the Administrative Information section of this Handbook.

**Travel Accident Insurance Plan**

**Eligibility**

If you are classified by the University as a regular employee, work a full-time schedule, and have an appointment of nine months’ or more duration, you will automatically become a member of the Travel Accident Insurance Plan. Your coverage becomes effective on your first day of active employment.

Employees whose percentage time worked decreases below the eligibility requirements for the Travel Accident Insurance Plan will no longer be able to participate in the Travel Accident Insurance Plan.

**Coverage**

The Travel Accident Insurance Plan provides financial protection, while you are traveling on authorized University business, against death, paralysis, or loss of sight, speech, hearing, or limbs resulting directly from accidental injuries.

**How the Plan Works**

This plan protects you while traveling on authorized University business. In general, your destination must be away from the campus or away from your place of employment, if it is off campus.

You are covered:

- The minute you leave your home, place of employment, or other location, whichever occurs last, for travel on authorized University business

You are not covered:

- For regular commuting to and from work

You are not covered:

- For travel between points on campus (except as described above) including the athletic fields

Your coverage ends:

- When you return to your home, place of employment, or other location, whichever occurs first
**Cost**

Boston University pays the entire cost of your coverage under this plan.

**Types of Benefits**

**Benefit Amount**

Benefits under this plan depend on your Benefit Amount. Your Benefit Amount equals five times your annual base salary up to a maximum of $1 million of coverage.

**Accidental Death Benefit**

The plan will pay your Benefit Amount to your chosen beneficiary in the event of your accidental death while traveling on authorized University business.

When you begin your employment with the University, you will be asked to name your beneficiary on Employee Self Service at www.bu.edu/buworkscentral. Select BU Benefits Center. You may change your beneficiary at any time at this same web address.

Accidental death benefits are normally paid in a lump sum of cash. However, your beneficiary may choose to have all or part of your death benefit deposited to an individualized account established by the insurance carrier on which your beneficiary may write checks to withdraw funds as needed.

**Accidental Dismemberment Benefit**

If you become seriously injured in an accident while traveling on authorized University business, the plan will pay you:

- 100% of your Benefit Amount for the loss of both feet, both hands, the sight of both eyes, both speech and hearing, or any combination of two of the following: a hand, a foot, or the sight of an eye
- 50% of your Benefit Amount for the loss of one foot, one hand, the sight of an eye, speech or hearing
- 25% of your Benefit Amount for the loss of a thumb and index finger on the same hand

Loss means complete and irrecoverable loss.

The plan will pay benefits for the above losses only if they are incurred as a direct result of, and within one year after the date of, an accident which occurred while traveling on authorized University business.

Accidental dismemberment benefits are normally paid in a lump sum of cash. However, you may choose to have all or part of your benefit deposited to an individualized account established by the insurance carrier which you may write checks on to withdraw your funds as needed.

**Common Accident Coverage Limitation**

The limit of insurance coverage payable as a result of any one accident involving any number of University employees is $3 million. If the total benefits payable for one accident exceeds those limits, the amount payable to each insured person is reduced proportionately.

**Exclusions**

As in all plans of this type, there are some losses that are not covered. Excluded losses are those caused in whole or in part by:

- Suicide or a suicide attempt while sane, or self-destruction or an attempt to self-destroy while insane
- Declared or undeclared war or an act of either, within the United States, Canada, and your country of permanent residence
- Active service in the armed forces of any country
- Sickness, disease, or any bacterial infection other than one related to a cut or wound resulting from an accident covered by this plan

Under this plan, coverage for air travel is provided while riding as a passenger, and not as a pilot or crew member, in any aircraft being used for the transportation of passengers except one owned, operated, or leased by or on behalf of Boston University. For a complete explanation of these exclusions, contact the carrier or Human Resources.

**How to Obtain Benefits**

To claim benefits under the Travel Accident Insurance Plan, you or your beneficiary should contact Human Resources as soon as possible after the loss. Human Resources staff will provide assistance in completing the claim forms and will forward them to the insurance carrier.

To process an accidental dismemberment or disability benefit claim, the insurance company may require you to be examined by a physician, at no expense to you.

**Appealing a Denial**

The insurance company is responsible for determining whether you have suffered a covered loss under circumstances that entitle you or your beneficiary to receive benefits under the plan. If the insurance company denies your claim for benefits, consult Human Resources for information on how to appeal the denial. Additional information about how to
appeal a denial of benefits is included in the “Administrative Information” section of this handbook.

**Leaves of Absence**

If you leave active work for any reason for a prolonged period of time, you should always contact Human Resources to ask how your absence may affect your participation in this plan.

**Termination of Coverage**

Your insurance coverage under this plan will end on the day you terminate your employment with the University or your status as a regular full-time employee ends.

**Supplemental Death Benefit Plan**

**Eligibility**

If you are classified by the University as a regular employee, work a full-time schedule, and have an appointment of nine months’ or more duration, you automatically become a member of the Supplemental Death Benefit Plan on the day that you complete five years of continuous full-time service. If you are not actively at work performing your normal duties on the day you would normally become eligible, you will not become a member of the plan until the day you return to active work.

Employees whose percentage time worked decreases below the eligibility requirements for the Supplemental Death Benefit Plan will no longer be able to participate in the Supplemental Death Benefit Plan.

**Cost**

The University provides and pays the entire cost of the Supplemental Death Benefit Plan.

You are not required to contribute anything for this coverage.

**Plan Benefits**

The Supplemental Death Benefit Plan will automatically provide your beneficiary with a lump sum payment equal to one-twelfth of your annual base salary in effect on the date of your death. The beneficiary of the Supplemental Death Benefit Plan is the beneficiary you have designated for the Basic Life Insurance Plan.

**How to Obtain Benefits**

In the event of your death, your beneficiary should contact Human Resources as soon as possible. Human Resources staff will assist in submitting the claim.

**Appealing a Denial**

If a claim for benefits under this plan is denied, your beneficiary has the right to appeal that decision to the Plan Administrator or to the University’s Committee on Employee Benefits.

Additional information about how to appeal a denial of benefits is included in the “Administrative Information” section in this handbook.

**When Plan Membership Ends**

Your membership in this plan will end when you terminate your employment with the University or when your status as a regular employee ends.

**Additional Administrative Information.**

For additional information such as plan administrative information and your rights under ERISA, please refer to the Administrative Information section of this Handbook.