



Benefits Services
University Payroll and Benefits
Office of Business and Financial Services
177 HAB (MC-318)
506 S. Wright Street
Urbana, IL 61801

University Annual Summer Break Insurance Coverage

State Department of Central Management Services (CMS) will continue insurance coverage during the summer months for all benefits-eligible employees who have been insured under the State of Illinois Employees Group Insurance Program for at least six (6) months prior to the summer academic break. The summer academic break for CMS insurance purposes is from June 1 to August 31. Employees who are not returning to the University in the fall must request termination of coverage in writing or their insurance coverage will continue until August 31. Requests made to terminate coverage must be received by the campus UBP office **prior** to the beginning of the summer break or the employee is financially responsible for premiums billed during this period. Statements are mailed to employees on a monthly basis by the CMS Premium Collection Unit. Payment must be received by the due date indicated on the billing statement. Failure to submit payment by the final notice billing date may result in a **current** termination of coverage and/or the filing of an involuntary withholding order to collect the unpaid premium.

Contact Information

Please contact UPB Fiscal Control and Management staff for leave, summer break and dock/suspension information or questions regarding insurance coverage options, cost of coverage and whether premiums will be payroll deducted or billed by CMS.

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