**Information Regarding Benefit Continuation While on Leave of Absence**

.**EE Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Employee** # \_\_\_\_\_\_\_\_\_\_

This notice is to inform you that lnotiv will continue to make the bi-weekly benefit payments on your behalf while you are on a Leave of Absence. You can make payments by check for your missed benefit deductions to Inotiv Benefits Department while you are on leave. Payments should be sent to:

**lnotiv**

**Attention: Benefits**

**2701 Kent Avenue, West Lafayette, IN 47906**

Benefit repayments are required to be made once a month and sent to the address listed above via check or money order. Payments are due on the 1st of each month. If no payment is received after 30 days, benefits may be shut off due to non-payment.

Please review the attached deductions summary and the amounts listed for accuracy. If you find that any of the deductions or amounts are incorrect, please contact the benefits team at usbenefits@inotivco.com.

Upon your return from leave, your Benefit Specialist will contact you regarding any missed payments and make repayment arrangements of any amount that was not covered during your leave of absence.