

Leave of Absence can now be reported online in the Benefit Coordinator online portal. As a Benefit Coordinator, it is important for you to notify PEIA when you have an employee on Leave.

Choose "BC Data Entry".

Enter the member's SSN.

Begin BC Data Entry.

Choose the "Agree" button.

Choose "Leave of Absence".

Choose a reason for the Leave of Absence.

Choose a beginning and end date for the leave. Dates cannot be farther than one year apart.

Choose "Submit".

If anything changes, you can change the date in the portal but no longer than one year apart.