

**Re: Open Enrollment, October 26, 2023 through November 17, 2023 at 5 p.m.**

Hello,

I hope you are doing well. Please see UC's [Open Enrollment website](#).

UCSB Leave Administration is sending this notice to all employees on a leave of absence to ensure you are aware of the process to select or change benefits for the upcoming year. Depending upon your leave dates, you may also receive mailed versions directly from the UCPATH Center.

Please note the deadlines on the mailed letter and the different ways to submit your selections to the UCPATH Center for processing.

- **If you are on pay status** during your leave of absence, kindly disregard the attached documents. You will make your selections by logging into UCPATH and clicking on the *Enroll Now* button in the blue Open Enrollment banner. **No paper form is necessary.**
  - [Open Enrollment Overview and Demo](#): Video tutorial on how to complete the open enrollment process on UCPATH.
- **If you are unpaid during your leave of absence**, you will make your selections through the Unpaid Leave of Absence Open Enrollment Form and submit it to the UCPATH Center following the directions listed. You can find this form by logging into your [UCPATH Dashboard](#) and clicking on Forms Library > Open Enrollment > Unpaid Leave of Absence Open Enrollment.

There are three ways to submit the completed/signed PDF form to UCPATH:

**1) Submit an inquiry to UCPATH:** <http://ucpath.universityofcalifornia.edu>

- Log in using Single Sign On (SSO)
- Click "Ask UCPATH"
- Select "Submit an Inquiry"
- Use the following drop-down selections:  
Topic: Open Enrollment  
Category: Enrollment Form
- Subject: Type in: "LWOP OE Form Submission." Attach form.

**2) Email to UCPATH:** [ucpath@universityofcalifornia.edu](mailto:ucpath@universityofcalifornia.edu)

- In the subject line, write: "LWOP OE Form Submission"
- Attach the form to the email.

**3) Mail to UCPATH:**

14350-1 Meridian Parkway

Riverside, CA 92518

**NOTE:** Forms received via UCPATH Inquiry or e-mail after 5 p.m. (PT) on Friday, November 17, 2023, will be considered late enrollments and will require review for exception processing. Forms that are mailed must be postmarked no later than Friday, November 17, 2023.

- **For all leaves of absence, regardless of pay status:**

If you want to elect an FSA (Health or Dependent Care Flexible Spending Account) for 2024, you will have an opportunity to enroll upon your return to pay status or return to work.

We recommend you keep a copy of your completed 2024 Unpaid Leave of Absence Open Enrollment Form, and if mailing your form, the date you mailed it.

**Contact the UCPATH Center**

Log into [UCPATH](#) and use the "Ask UCPATH Center" button to submit an inquiry or call (855) 982-7284 to speak with an associate. Their hours of operation are Monday - Friday 8:00 a.m. through 5:00 pm PT. We highly encourage that you contact the UCPATH Center as soon as you have a question or issue so that you have sufficient time to make your final selections.

**IMPORTANT**

If you choose not to make any changes, your current coverage (with the exception of the Flexible Spending Account) will carry over to 2024.

Please let us know if you experience any difficulty in making your selections.

HR Leave Administration