



**DEPARTMENT OF FINANCE**  
**GROUP HEALTH & LIFE INSURANCE TRUST FUND**

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**MEMORANDUM**

NMIRF 2025-130

Date: 08-08-2025

**TO :** All Department and Activity Heads  
Autonomous Agencies and Government Instrumentalities

**FROM :** Secretary of Finance

**SUBJECT :** Notification Requirement for Employees on Unpaid Leave Exceeding Three Pay Periods

This is to notify all department, activity heads, Autonomous Agencies and Government Instrumentalities to notify the **Government Health and Life Insurance (GHLI)** office when an employee is on extended leave that would result in **unpaid leave for more than three (3) consecutive pay periods**.

Timely notification ensures proper coordination of benefits and prevents any disruption to the employee's health and life insurance coverage. Delayed reporting may result in complications, including potential lapses and termination in coverage.

**Action Required:**

Please ensure that your HR or administrative personnel immediately inform GHLI once an employee notifies them of their long-term unpaid leave. The notification must include the employee's full name, employee ID, department, start date of unpaid leave, and the reason for the leave if applicable.

Notifications can be submitted via:



**Email:** [GHLI@dof.gov.mp](mailto:GHLI@dof.gov.mp)



**In-Person:** GHLI Office, next to the Capitol Hill Post Office in the former CCAC office

Your cooperation and diligence in this matter are greatly appreciated. Should you have any questions, please contact the GHLI office at 670-664-5455 or [GHLI@dof.gov.mp](mailto:GHLI@dof.gov.mp).

Thank you

Tracy B. Norita