

## **Premium Conversion (Pre-tax Premiums)**

The Premium Conversion option allows faculty and staff to pay their portion of eligible insurance premiums before taxes are calculated. Employees can opt to participate in the Premium Conversion option at the time of hire or each year during annual open enrollment. This is a one time selection and employees who want to start or stop their participation in the Premium Conversion Option must complete the *State of Louisiana Flexible Benefits Premium Conversion Enrollment/Stop Form*. There is no fee to participate in Premium Conversion. Forms are available at the Human Resources Office.