



Office of Human Resources and Administration
Worklife and Benefits Service (058)

FACT SHEET - PROFESSIONAL LIABILITY INSURANCE

What is Professional Liability Insurance (PLI)? Professional Liability Insurance (PLI) provides coverage for liability for damages due to injuries to other persons, damage to their property, (including expense of litigation), or other damage or loss resulting from or arising out of any tortuous act, error, or omission of the covered individual while in the performance of their official duties. It also covers costs of legal representation for the covered individual in connection with any administrative or judicial proceeding (including any investigative or disciplinary proceeding) as well as, other legal costs and fees relating to such administrative or judicial proceeding.

Who is eligible for PLI and reimbursement of PLI premiums? Certain employees are eligible for reimbursement of a portion of their annual PLI premium. Eligible employees include Supervisors, Management Officials and Law Enforcement Officers. These employees are eligible for reimbursement up to one-half the cost of any PLI premiums. However, the reimbursement may not exceed \$150 per calendar year.

How do I know which insurance company to sign up for PLI? Each employee must make their own individual decision regarding whether or not they should purchase this type of insurance. The VA does not provide a list of nor endorse any insurance company. This program merely provides for the reimbursement to eligible employees. Employees must obtain their own PLI policy

How do I apply for reimbursement of PLI premiums? To apply for reimbursement, eligible employees must complete Standard Form 1034, Public Voucher for Purchases and Services Other than Personal, which can be obtained from your local Finance Office or at the GSA Web site (<http://www.gsa.gov/>). The form must be submitted to your supervisor, along with a copy of the insurance premium notice, or proof of payment, for approval and certification. Proof of payment may include a copy of the cancelled check or receipt.

Your supervisor should forward the form to the local Finance office for processing. As part of the processing employees must complete Standard Form 3881, ACH Vendor/Miscellaneous Payment Enrollment Form, which may also be found at the GSA Web site. Once the vendor code is processed and established, the employee will receive reimbursement into their personal checking or savings account. Reimbursements are processed by the local Finance office through Electronic Funds Transfer (EFT).