

As long as an employee is in full pay status, his/her benefits are not impacted. Eligible employees may use earned or accrued leave to remain in full pay status. A leave of absence without pay, however, will put the employee in total or partial non-pay status that may have an adverse impact on benefits coverage.

Insurance Premiums - When an employee goes on a total or partial leave of absence without pay, although the employee's appointed FTE remains the same, the lack of full pay status may affect certain benefits. If there is insufficient pay to cover the cost of the premiums, the employee must make premium payments directly to PeopleFirst. Departments should not reduce an employee's appointed FTE when he/she is on a temporary leave of absence without pay as it will inappropriately and detrimentally reduce the benefits coverage for the employee. An employee on a temporary leave of absence is entitled to the amount of benefits he/she would otherwise be entitled based on the regular appointed FTE. If the employee's appointment is permanently changed, an FTE change will be made.

Leave Accruals - Leave accruals will be proportionately decreased based on the reduced pay status.

Retirement - Contributions are based on percentages of the pay. A leave of absence without pay will reduce the amount of pay for which the employee is eligible and the amount paid into retirement. As long as the employee receives a salary payment, that month is creditable towards retirement.

Faculty - Some faculty leaves of absence may affect tenure. Contact your Dean's Office or the Provost's Office for specific information.

Military Leave - For eligible employees, the first 30 days of a military leave for active duty (not monthly training for reservists) are with pay and do not affect the employee's benefits.