

FACT SHEET
Personal Leave of Absence

1. Requested leaves will be considered for eligible permanent employees and will be approved based on departmental constraints.
2. Employee is required to submit a Personal Leave of Absence Request Form for approval.
3. Approved leaves are without pay.
4. Employee is responsible for the full cost of health and prescription benefits, payable at the beginning of the leave for the length of the leave. Dental benefits can be continued through COBRA.
5. The University is not responsible for the employee's share of health insurance premiums while they are on a leave of absence without pay.
6. No contributions to pension are made while employee is on leave without pay.
7. Life insurance premiums will cease. You may convert policy while on leave without pay. Contact Prudential at 1-800-262-1112 for details.
8. Employee must contact Human Resources for an appointment with a Benefits representative.
9. On the actual day that you are scheduled to return to work, you are required to notify Human Resources. Failure to do so may result in a payroll delay.
10. If an employee chooses the option of NOT continuing benefits while on personal leave of absence they must within sixty (60) days of their active return to work, reinstate their benefits coverage through the States online system; Benefit Solver.
11. An employee who leaves State service or goes on a leave of absence without pay before the end of the calendar year shall have his or her leave prorated based on time earned, except that the leave of an employee on a voluntary furlough or furlough extension leave shall not be affected. An employee who is on the payroll for 23 days or more shall earn a full month's allowance, and earn one-half month's allowance if he or she is on the payroll for greater than 14 calendar days, but less than 23 calendar days in a month.
 - a. An employee shall reimburse the appointing authority for paid working days used in excess of his or her prorated and accumulated entitlements.
 - b. An employee who returns to work from a leave of absence shall not be credited with paid vacation or sick leave until the amount of leave used in excess of the prorated entitlement has been reimbursed.
 - c. In State service, intermittent days off without pay other than voluntary furlough or furlough extension days shall be aggregated and considered as a continuous leave without pay for calculation of reduced vacation and sick leave credits. When

intermittent days off without pay other than voluntary furlough or furlough extension days equal 11 working days, the employee's vacation and sick leave credit shall be reduced by one-half of one month's entitlement. Union leave days pursuant to a negotiated agreement shall not be included in such calculations.