

## 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.