

## APPENDIX E

# Employee Benefits During Leave of Absence

June 2013

Leave Type	Payroll		Health/Dental/Life*		Retirement	
	LWOP	Leave Used	LWOP	Leave Used	LWOP	Leave Used
<b>FMLA</b>	Deductions that the employee is responsible for won't be paid. See ** below .	If sufficient leave is used, there is no effect. If not, all back premiums and other deductions the employee is responsible for may be paid in arrears in the next check(s) employee receives.	Benefits will continue. See *** below.	No effect as long as enough leave is used to cover the employee portion of the premium. Otherwise, PEHP will bill the employee for his/her portion.	No service credit is given. Employee's retirement eligibility dates will be delayed by the amount of time employee is on LWOP.	If 40 hours for the pay period are used, employee will receive full credit. If less than 40 hours, employee may get service credit only for those hours. This loss of this time may result in lower retirement benefits.
<b>Military Leave - called into active duty by state or federal government to serve during times of crisis and/or conflict.</b>	Deductions that the employee is responsible for won't be paid. See ** below .	If sufficient leave is used, there is no effect. If not, all back premiums and other deductions the employee is responsible for may be paid in arrears in the next check(s) employee receives.	Benefits will continue. See *** below.	No effect as long as enough leave is used to cover the employee portion of the premium. Otherwise, PEHP will bill the employee for his/her portion.	Employee will receive full service credit for the length of the leave. Agency will be billed for past contributions plus interest owed when the employee returns.	Employee will receive full service credit for the length of the leave. The payroll check will trigger the agency's payment of contributions owed.
<b>Military Leave - Active Duty during peace times.</b>	Deductions that the employee is responsible for won't be paid. See ** below .	If sufficient leave is used, there is no effect. If not, all back premiums and other deductions the employee is responsible for may be paid in arrears in the next check(s) employee receives.	Employee receives health/dental coverage for first 30 days. After, benefits may continue if employee uses leave balances or pays 100% of the group rate premium. Life ins. continues during the leave. See **** below.	No effect as long as enough leave is used to cover the employee portion of the premium. Otherwise, PEHP will bill the employee for his/her portion.	Employee will receive full service credit for the length of the leave. Agency will be billed for past contributions plus interest owed when the employee returns.	Employee will receive full service credit for the length of the leave. The payroll check will trigger the agency's payment of contributions owed.
<b>Worker's Compensation</b>	Deductions that the employee is responsible for won't be paid. See ** below .	If sufficient leave is used, there is no effect. If not, all back premiums and other deductions the employee is responsible for may be paid in arrears in the next check(s) employee receives.	Benefits will continue. See *** below.	No effect as long as enough leave is used to cover the employee portion of the premium. Otherwise, PEHP will bill the employee for his/her portion.	Employee will receive full service credit for the length of the leave. Agency will be billed for past contributions plus interest owed when the employee returns.	Employee will receive full service credit for the length of the leave. The payroll check will trigger the agency's payment of contributions owed.
<b>Other Approved Leave</b>	Deductions that the employee is responsible for won't be paid. See ** below .	If sufficient leave is used, there is no effect. If not, all back premiums and other deductions the employee is responsible for may be paid in arrears in the next check(s) employee receives.	Employee not eligible for health/dental coverage after the first 30 days unless employee elects to continue benefits by paying 100% of the group rate premium.	No effect as long as enough leave is used to cover the employee portion of the premium. Otherwise, PEHP will bill the employee for his/her portion.	No service credit is given. Employee's retirement eligibility dates will be delayed by the amount of time employee is on LWOP.	If 40 hours for the pay period are used, employee will receive full credit. If less than 40 hours, employee may get service credit only for those hours. This loss of this time may result in lower retirement benefits.
<b>Long-term Disability (After approval)</b>	No payroll is processed for employees on LTD.	Use of leave is not available.	Benefits are provided through LTD. Contact PEHP for specifics.	Use of leave is not available	An employee hired before July 1, 2011 will receive full service credit until employee is terminated from LTD. Employees hired on or after July 1, 2011 do not receive service credit while on LTD.	Use of leave is not available.

\*Life refers to the \$25,000 minimum coverage \*\* HRE Business Practice indicates that LWOP should be entered into HRE if the leave without pay is more than one pay period so that the employment record is accurate. When LWOP is entered into HRE, employee is billed by the provider for deductions and premiums owed. These would include contributions towards a contributory retirement plan, health and dental premiums, and premiums for voluntary plans such as Metlife Home and Auto and Hyatt Legal. When payroll codes of N, NA, NF or NM are used, employee's premiums and other deductions are put into arrears then deducted in the next check(s) employee receives. \*\*\* When LWOP is entered into HRE, both employer and employee are billed by PEHP for their respective portions of the premium. When payroll codes of N, NA, NF or NM are used, state-paid health, dental and life are paid automatically and the employee is billed by PEHP for employee portion. HRE Business Practice indicates that LWOP should be entered into HRE if the leave without pay is more than one pay period, so that the employment record is accurate. \*\*\*\*Allowing employee to use leave balances in order to continue insurance benefits is at the agency's discretion.