Partial Leave – Exempt Employees (PAT, EE, AA) That Must be Converted to Non-Exempt
(Leave Period is Less Than 90 Days and/or Pro-Rated Salary Less than $23,660)
Total Leave Period not to Exceed One Year*

**Leave Less Than 90 Days**
- Place employee on LWOP with benefits from status position. Convert salary to hourly rate and place employee in a temp status hourly position, based on number of work hours per week and using a 40-hour week base. Establish temp, non-paying position for balance of original % time for benefit purposes.
- Employee makes employee benefit contributions - is billed for any portion not able to be deducted from pay check. Employer benefits continue. Leave Time is pro-rated, based on reduced % time.

**Leave of 90 - 120 Days**
- Place employee on LWOP with benefits from status position. Convert salary to hourly rate. For the leave period, place employee in a temp status hourly position, based on number of work hours per week and using a 40-hour week base. Establish temp, non-paying position for balance of original % time for benefit purposes.
- Employee makes employee benefit contributions - is billed for any portion not able to be deducted from pay check. Employer benefits continue. Leave Time is pro-rated, based on reduced % time.

**Leave More Than 120 Days at 50% or More**
- Place employee on LWOP from status position. Convert salary to hourly rate. For leave period, place employee in temp status hourly position, based on number of work hours per week and using a 40-hour week base. Establish temp, non-paying position for balance of original % time for benefit purposes.
- Employee makes employee benefit contributions - is billed for any portion not able to be deducted from pay check. Employer benefits continue for duration of leave or up to one year, whichever is less. Leave Time is pro-rated, based on reduced % time.

**Leave More Than 120 Days at Less Than 50%**
- Employee continues on LWOP from permanent status position. At 120 days, move employee from temporary status hourly position to adjunct hourly position for remainder of leave period.
- Employee is eligible to continue benefits by paying both employee and employer costs.

**Intermittent FMLA Leave**
- Reduce position to the appropriate % time and pro-rate salary. Establish temp, non-paying position for balance of original % time for benefit purposes.
- Employee makes employee benefit contributions - is billed for any portion not able to be deducted from pay check. Employer benefits continue. Leave Time is pro-rated, based on reduced % time.

*Note: If the employee has deferred pay, contact payroll as deferred pay cannot continue under partial leave.*