

Partial Leave – Operating Staff

Total Leave Period not to Exceed One Year

Leave of up to 120 Days

Employee is placed on LWOP from status position and placed in a temporary status hourly position for leave period. Hourly rate remains the same, and pay is based on number of hours worked per week. 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. Earned Time accrual is based on hours worked.

Leave More Than 120 Days at 50% or More

Employee is placed on LWOP from status position and placed in a temporary status hourly position for leave period. Hourly rate remains the same, and pay is based on number of hours worked per week. 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. Earned Time accrual is based on hours worked.

Leave More Than 120 Days at Less Than 50%

Employee continues on LWOP from status position and, at 120 days, is moved to a temporary adjunct hourly position for remainder of the leave period. Hourly rate remains the same, but pay is based on number of hours worked per week.

Employee is eligible to continue benefits by paying both employee and employer costs. No earned time is accrued on hours worked.

Intermittent FMLA Leave

Hourly rate remains the same, and pay is based on number of hours worked per week. Reduce position to the appropriate % time. 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. Earned Time accrual is based on hours worked.