Partial Leave – Exempt Employees (PAT, EE, AA)
Total Leave Period not to Exceed One Year *

**Leave Less Than 90 Days**

See separate Exempt to Non-Exempt instruction sheet

**Leave of 90 -120 Days**

Place employee on LWOP from status position and assign temp status position for leave period at pro-rated salary rate. 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 and assign temp status position for leave period at pro-rated salary rate. 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%**

See separate Exempt to Non-Exempt instruction sheet

**Intermittent FMLA Leave**

Pro-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.*