

**UGA Human Resources  
Leave Without Pay Reference Sheet**

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An employee needs extended leave- what's the next step?

1. **Determine the reason for leave**

	Sick/Medical	Educational/Professional	Personal	Military
<b>Examples:</b>	Employee full or partial disability Maternity/Paternity Leave Care for sick family member Worker's Comp injuries FMLA qualifying events Shared Leave qualifying events	Collaborate on a work project in another state Advanced studies	Extended vacation Sick Leave extending past 12 months	first 18 days of military leave are PAID max 18 days in fed fiscal year Oct 1- Sept 30
<b>Required to exhaust Sick leave?</b>	Yes- unless on Worker's Comp, then may elect to use annual leave instead	No- not allowed	No- not allowed	No- not allowed unless FMLA qualifying
<b>Required to exhaust Annual leave?</b>	Yes- unless on Worker's Comp, then may elect not to use	Yes- for staff, unless alternate arrangements made No- for faculty	Yes	No- may choose to use annual leave after 18 days paid leave is exhausted
<b>Eligible for Holiday Pay?</b>	Yes- if on SLWOP for 3 or less continuous months, can be paid for holidays upon return	No	Yes- if on LWOP for 1 or less months, can be paid for holidays upon return Can be treated as back pay or added to annual leave	No, unless during the first 18 paid days
<b>Maximum LWOP period allowed:</b>	12 months, then 12 more months on personal leave if needed	12 months	12 months	length of active duty order Up to 5 years, or 7 if disabled USERRA guidelines should be followed
<b>University pays its portion of insurance coverage? *when employee elects to continue coverage**</b>	Yes- for first 12 months	Yes	NO- employee is responsible for the entire cost of their insurance premiums	Yes

These are the most common types of Leave Without Pay. Please contact Faculty and Staff Relations for Organ donation, extended military leave, jury duty, and other scenarios

\*\*Leave Without Pay qualifies the employee to make changes in their insurance coverages. In order to do this they must contact HR as soon as possible and speak with a benefits consultant.

*An employee who may not be able to afford their insurance coverage while not being paid should especially consider a consultation*

**Things to remember:**

Leave without pay period lasting 10 days or less can be approved at your level and does not need to be sent to HR. An adjusted personnel may still be needed.

Leave does not accrue while the employee is on LWOP- follow regular accrual rules (works half of month) and make adjustments in e-leave if needed

Employee should have up to date address & phone number in IMS- verify this if you can before the employee goes out

Employees may turn in their parking pass to avoid being charged for the month- certain rules apply- contact Parking Services

Encourage employees who know in advance that they will be out to contact Benefits Accounting to pre-pay their insurance through payroll before they leave.

\*Some benefits can only be deducted through payroll and will be forfeited if not made through payroll deduction: HSA contributions & match, Dependent Care contributions



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- 2. Prepare LWOP request and forward to HR asap- email is the preferred method: [bonhicks@uga.edu](mailto:bonhicks@uga.edu) or Fax 706-542-3131**
- 3. Prepare an adjusted personnel to reflect any changes in payroll due to LWOP dates**

**When Human Resources receives notification of LWOP, a bill will be sent asap based on LWOP form & Personnel/missed pay dates**

Bills are due on the 10th of the month for the current month OR 15 days after HR is notified

Employees should not fall more than 60 days behind on their health insurance. To do so risks cancellation of coverage and reversal of insurance payments for claims in the last 60 days.

**Generally:**

Invoices are mailed around the 25th for the following month, due on the 10th

"Collection Letters" mailed around the 10th for employees who did not make payments OR have not made arrangements

This letter gives a suggested date for payment based on the individual's circumstances (see note re: due dates, above)

"Cancellation Letters" sent certified mail after date mentioned in collection letter giving a date for payment and stating benefits will be cancelled and all claims will be reversed back to date of first non-payment. This is the final non-payment notification before coverage is cancelled.

Employees can have their premiums payroll deducted when they return if:

They contact Human Resources Benefits Accounting to make those arrangements

They fall within the 60 day guidelines

**Workers Comp**

Sick leave must be exhausted when EE goes on WC. But they have a choice to use annual leave or receive payment through WC (60%).

If EE is paid through WC, they will go on leave without pay and benefits will be billed through LWOP

Have department fill out leave form and put WC in the description

If EE will be out more than 5 days, FMLA paperwork needs to be filled out.

If EE will be out more than 7 days, then the department must complete a wage statement for WC to process EE payment.

**Shared Leave**

In order for a request to receive donated leave to be approved, the employee must:

1. Provide documentation that he/she has applied for Family and Medical Leave (FMLA) (see list of required documents below) and
2. Provide certification from a licensed physician that the employee has a life-threatening, critical illness or critical injury, or requires major surgery, and
3. Have exhausted all sick and annual leave (or provide credible evidence that he or she will have exhausted all sick and annual leave during the time he/she is in a critical and life-threatening state and the immediate recovery period thereafter)

When an employee asks about their specific surgery, we need to be very careful to not say "yes" or "no" but to instead fall back on the certification of the doctor that the surgery is major. Also, we can't assume that you can't use shared leave for maternity because if the employee has to have a C-section or has major complications they can qualify for shared leave.

**Resources:**

"Time Away From Work" Policies

<http://policies.uga.edu/FA/nodes/view/1111>

Shared Leave Program Information

<http://www.hr.uga.edu/shared-leave>

Family Medical Leave Act (FMLA)

<http://www.hr.uga.edu/family-medical-leave-act-fmla>

Faculty & Staff Relations Contact List

<http://www.hr.uga.edu/workplace-concerns-faculty-staff-relations>

Benefits Accounting Contact List

<http://www.hr.uga.edu/contact#benacct>