



CALIFORNIA STATE UNIVERSITY, LONG BEACH

Subject: Leaves - Unpaid Leaves of Absence	
Department: Staff Human Resources	Reference No.:
Division: Administration & Finance	Issue Date: July 2003
References: Employee Collective Bargaining Agreements Leave Program Information HR/Leaves 2004-01	Revision Date: NA
Web Links: HR/Leaves 2004-01 Collective Bargaining Agreements	Expiration Date: NA

The Leave of Absence Without Pay (LOA/WOP) is designed to grant a full or partial leave of absence without pay for up to one (1) year. Leaves of absence without pay may be granted for the following reasons:

- Loan of an employee to another governmental agency;
- Family leaves include childbirth, adoption or serious health condition of spouse, parent or child;
- Outside employment that would lessen the impact of a potential layoff, or a layoffs,
- Temporary incapacity due to personal illness or injury, including pregnancy;
- Other satisfactory reasons

Who is Covered?

The Leave of Absence Without Pay program shall apply to all eligible full-time, temporary, probationary and permanent staff employees and part-time employees who have permanent status. Under the Family Medical Leave Act (FMLA), eligible employees include those who have worked for the CSU or other state agency for the past 12 months or longer and have worked 1,250 hours in the last twelve month period.

Authorization

Upon written application by the employee and endorsement by the supervisor and Administrative Services Manager of the area in which the employee works, the granting of the LOA/WOP shall be made by the Appointing Authority, in compliance with established criteria. Requests shall be submitted 30 days prior to the intended effective date. The 30 day request period may be waived in emergency situations including conditions requiring Family and Medical Leave. Leaves of absence must be requested by completing the **Leave of Absence Request Form**.

A LOA/WOP for less than 15 working days is considered an Informal Leave and may be granted by the Appointing Authority with appropriate notification on the monthly attendance report, in addition to a dock notice prior to the cutoff date for the effected pay period.

A request for an extension of a LOA/WOP shall be submitted in accordance with the procedures outlined above. Authorization shall be based on the criteria above. Requests for extensions beyond one year are not normally approved.

Benefits

A LOA/WOP so granted assures to the employee a right to return to his/her former position or a position (or comparable position and benefits) within his/her classification upon expiration of the leave. An employee may submit a request to the Dean/Director for return to active pay status prior to the expiration of such a leave. Verification that conditions of the leave were met, may be required.

Service credit shall not be granted to an employee on a LOA/WOP for the purpose of sick or vacation leave accrual, merit salary adjustment date, seniority, probationary period or the Public Employee's Retirement System except in the case of leave under the FMLA. Depending on the purpose of the LOA/WOP, an employee may "repurchase" service credit from the retirement system.



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An employee on a LOA/WOP for more than one full pay period may elect to continue his/her fringe benefits at his/her own expense by completing Direct Pay Authorization form (HBD-21 Health, Dental Plan Request) and submitting payment directly to the plan carriers. Forms can be obtained from the Payroll & Benefit Services Office. For leaves under the FMLA, CSU benefit plan contributions for health, dental and vision coverage shall continue for a maximum of 12 weeks (including any paid period at the beginning of the leave).

For CSU voluntary insurance plans such as life, disability, auto and homeowners, employees may pay the premiums directly to continue the insurance by contacting the administrator of the plans. A tax deferred annuity (TDA) will be suspended during a leave of absence and will be automatically reinstated upon return to pay status. A TDA shall continue while on partial LOA/WOP. Employees must submit a written cancellation document to suspend the deduction while on a partial LOA. For other payroll deductions, arrangements for suspension or direct payment must be made with the organization involved.

FORMS: Leave of Absence Request Form