

POLICY 11
APPROVED AND UNAPPROVED ABSENCES

Rule 11.10 - Leave Without Pay/Extension of Certain Benefits Coverage

An eligible employee on leave without pay may continue certain benefits not directly related to hours in pay status by assuming the cost of such benefits. Specific regulations regarding such benefits shall be issued by the Associate Vice President for Administration and Human Resources.

Regulations

11.101 State Insurance Plans

An employee on leave of absence without pay may continue coverage under State-paid or University-sponsored Group Health Insurance Plans, Term Life Insurance Programs, and Group Personal Accident by contacting the campus benefits office either before going on leave or within thirty (30) days following the last day of paid employment to make arrangements for premium payments. (See also Rule 12.05.)

11.102 State Universities Retirement System

An employee on leave of absence without pay must make contributions to the State Universities Retirement System in order to continue benefit eligibility and to earn credit toward retirement annuity. An employee wishing to make such contributions must contact the State Universities Retirement System at the beginning of the leave period to assure continuation of benefits.

11.103 Benefits While on Disciplinary Suspension or Suspension Pending Discharge

An employee on Disciplinary Suspension or Suspension Pending Discharge will be deemed by the University to be an employee on special leave for the purposes of Regulations 11.101 and 11.102. The employee should contact the campus benefits office for information about whether the State will make contributions to the employee's insurance and whether coverage of dependents may be continued during the suspension period.

11.104 Benefits While on Family and Medical Leave

Coverage of health and dental insurance shall be continued by the University for an employee on family and medical leave at the same level that would have been provided if the employee had remained in employment continuously. An employee may extend other insurance and retirement system benefits while on family and medical leave by assuming payments while on leave. (See Regulation 11.076.)

11.105 Benefits While on Victims Economic Security and Safety Leave (VESSA)

Coverage of health and dental insurance shall be continued by the University for an employee on VESSA leave at the same level that would have been provided if the

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employee had remained in employment continuously. An employee may extend other insurance and retirement system benefits while on VESSA leave by assuming payments while on leave. (See Regulation 11.166.)

11.106 Benefits While on Military Leave

Benefits for employees on Military Leave shall be continued by the University as mandated by state and federal legislation. Employees should contact the benefits offices at the Urbana and Chicago campuses or the human resources office at the Springfield campus for information.