Types of Leaves of Absence available during a COVID-19 illness:

FMLA and Personal Leave: All accrued paid time off must be used during any leave.

FMLA: FMLA is described in full here

Maintenance of Benefits during FMLA Leave

The University will maintain group health insurance coverage for an eligible employee on a FMLA leave on the same terms and conditions as if the employee continued to work. This means that if the employee is responsible for a portion of the premiums for such coverage while working, the employee will continue to be responsible for the same portion of those premiums and for other University benefit plan coverage during the FMLA leave. During times of the leave that the employee is not using accrued paid time off benefits from which these premiums and other benefit plan costs typically can be deducted, the employee must arrange to personally pay the amount due in accordance with the provisions of the applicable plans. If a required premium is not received within [30 days] of the due date, the coverage may be dropped for the remainder of the leave.

If an employee does not return to work following a FMLA leave for reasons beyond the employee’s control, such individual may be required to reimburse the University for the employer portion of the group health insurance premiums it paid during the leave, unless the employee cannot return to work because of the employee’s own serious health condition, the serious health condition of the employee’s spouse, child or parent or because of other circumstances beyond the employee’s control.

Use of FMLA leave will not result in the loss of any employment benefit that accrued prior to the start of an employee’s leave.

Personal Leave:

If risk concerns persist, a temporary personal leave may be requested for the Fall 2020 semester. Personal Leave is not an entitlement, and is granted or denied at the discretion of the University. All accrued paid time off must be used during a Personal Leave.

The University will maintain group health insurance coverage for an eligible employee on a personal leave on the same terms and conditions as if the employee continued to work as long as the employee is utilizing paid time off. This means that if the employee is responsible for a portion of the premiums for such coverage while working, the employee will continue to be responsible for the same portion of those premiums and for other University benefit plan coverage during the personal leave. During times of the leave that the employee is not using accrued paid time off benefits from which these premiums and other benefit plan costs typically can be deducted, the employee will have the opportunity to enroll in COBRA for continued health insurance coverage.

To request Personal Leave please use the Leave of Absence Request Form.