

## ***What you need to know:***

The purpose of this help sheet is to assist employees in understanding how an unpaid leave will affect their pay but does not cover every possible circumstance surrounding the effects of an unpaid leave. Timing and type of unpaid leave can change the information below.

### **About Your Paycheck**

Any time worked prior to your unpaid leave of absence will be paid according to the regular payroll schedule. Your pay will stop on the effective date of your unpaid leave. Payroll will adjust your final paycheck to account for paid and unpaid days during the pay period in which you go on leave. You will not receive regular pay while on an unpaid leave, however if your leave of absence is not a medical leave, you may be able to work an additional temporary assignment (such as EDL) while on leave. If your leave of absence is for medical reasons including maternity, you cannot work any hours for SPPS in your regular or a temporary position while on unpaid leave.

### **About 26-Pay Deductions**

Your 26-pay deductions will continue while you are on a paid leave. At the point you go unpaid, the deduction will be suspended until you return to work and start receiving pay. Please note - any unpaid time where 26-pay deduction is not taken will impact the total amount deducted during the year and the refund amount during the summer.

### **About Sick Leave Balances**

Sick leave is earned on a monthly basis regardless of whether the full annual amount is posted in January or if the monthly amount earned is posted on each payroll. For employees who receive the full amount in January, any unearned sick leave hours are generally deducted from your balance at the time of leave. When you return, you will receive another adjustment giving you back any hours for remaining months in the calendar year. If payroll is unable to adjust your current year allotment prior to your leave, it will be adjusted either at the time you return or from a future paycheck. If you do not return from leave, you will be billed by the District for the amount paid to you that was not earned as of the date of your leave. For employees who receive a prorated accrual each payroll, the accrual will end when you go on unpaid leave and be reinstated at the time you return from leave.

### **About Vacation Leave Balances**

Vacation leave is earned on a monthly basis regardless of whether the full annual amount is posted in January or if the monthly amount earned is posted on each payroll. For employees who receive the full amount in January, any unearned vacation hours will be deducted from your balance at the time of leave. When you return, you will receive another adjustment giving you back any hours for remaining months in the calendar year. For employees who receive a prorated accrual each payroll, the accrual will end when you go on unpaid leave and be reinstated at the time you return from leave.

### **About Insurance Benefits**

FMLA protection may apply for qualifying medical leaves. FMLA protects your job and your benefits during the period in which FMLA applies. Your benefits will continue through the end of the month in which you receive pay. At the point you go unpaid your benefits will be termed in the active insurance group, moved to the LOA status, and you will be billed for your portion of your coverage(s). If you qualify for FMLA your benefits will be transferred to this site with no break in coverage as long as you pay your portion in a timely manner. You will continue to receive District Contribution while you are on FMLA. At the end of the FMLA period if you do not return to work, your benefits will be termed the end of the month in which your FMLA expires. You will then be offered COBRA to continue your benefits. If you do not qualify for FMLA your benefits will terminate at the end of the month in which you receive pay. You will be offered COBRA to continue your coverage.

### **About your tax form**

You will receive your W-2 tax form in January of the following year. Be sure to inform the district of any address change to ensure that your tax form and any other mailings are sent to your current address.

### **About your return from LOA**

It is critical that you contact HR-Benefits ([benefits@spps.org](mailto:benefits@spps.org)) to confirm your date of return and reinstate your pay and benefits. Failure to notify Benefits could affect the timing of your first paycheck after returning to work.