

A. With Pay

1. Sabbatical
 - a. Employee is fully protected under the State University Retirement System.
 - b. In calculating benefits, the System will assume that the employee is receiving full salary even though the employee contributions are deducted only on the salary actually received.
2. Other
 - a. An employee who is granted a leave of absence with pay that is not a sabbatical is also fully protected under SURS.
 - b. The employee can make contributions on the portion of their salary they are not receiving in order to maintain full earnings credit. They will still receive full service credit if the leave payments are not made. However, if they do not make the leave contributions and this condition continues for more than three (3) years during their SURS participation, the service credit would be adjusted at the time benefits were calculated.
 - c. An employee who is granted a leave of absence with pay at less than 50% time must also be granted a leave of absence without pay for the remaining percent time.

B. Without Pay

1. An employee may elect to make contributions of 8% of full rate of salary on the date the leave begins in order to receive full service and earnings credit for retirement purposes.
2. Contributions may not be paid for more than three (3) years during a period of ten (10) years.
3. If employee fails to return to employment at the expiration of the leave for a period equal to the leave or eight (8) months, whichever is less, the contributions paid during the leave will be refunded without interest and the service credit covering the leave will be forfeited.
4. If employee fails to complete payments, the contributions paid during the leave will be refunded without interest and the service credit covering the leave will be forfeited.
5. Payment can be made in a lump sum at the beginning of the leave, in monthly installments during the leave, or they may defer the payment of the leave until a later date. The deferred payment will include interest at the effective rate and must be made as a lump sum.
6. If the employee does not elect to pay contributions, he will continue to receive disability, death and survivor insurance protection, but does not receive service or earnings credit for that period.
7. The employee must return from leave to a position at the same percent time employed when the leave began; otherwise contributions are refunded and service credit covering the leave will be forfeited.
8. Note: Employees on a leave of absence with a teacher organization can use the actual compensation received by the employee for such service.

C. Disability Leave

1. Employee will receive full protection during the first sixty (60) days of such leave and during the period that disability benefits or workers compensation benefits are paid, even though no employee contributions are made.
2. SURS will assume that employee is earning twice the disability benefits which are payable to him when calculating average salary.
3. A disabled employee has survivors insurance protection for up to sixty (60) days from the date disability benefits terminate until employee returns to employment, resigns, or retire.
4. A disabled employee cannot be placed on a leave of absence at no pay. The disabled employee must be put on disability leave.

D. Military Service

1. Employee will receive full credit for retirement purposes without payment of contributions but is not considered an employee in determining eligibility for other benefits.

E. Procedures to be followed for leave of absence

1. College should complete a Report of Status (Leave of Absence) when an employee goes on leave.
2. College should complete a Report of Status (Leave of Absence) when an employee returns from leave.

Adopted:
Amended:
Legal Ref:
Cross Ref: