

UNPAID LEAVE OF ABSENCE - TEACHERS

What You Should Know

The purpose of this help sheet is to assist employees in understanding how an unpaid leave will affect their pay and does not cover every possible circumstance surrounding the affects 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 suspend 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

While you receive a full year allotment of sick leave in January, the sick leave hours are actually earned on a monthly basis. When going on an unpaid leave of absence, you will be able to use your full balance. However if you do not return from leave, the amount not "earned" will be owed back to the district. You will not earn additional leave hours while on an unpaid 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 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) 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.