Extended Leave of Absence

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- Application Instructions
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Extended Leave of Absence
Notifications

According to SC State Human Resources regulation 19-712.01, “for any extended period of certified disability due to illness, injury, or maternity, an employee may request leave not to exceed 180 calendar days”.

This form can be used to apply for up to 180 calendar days of extended leave, including paid and unpaid leave.

Using this same form, renewals of this request (extensions) are permissible if the reason the applicant provides is deemed satisfactory by the University administration.

Per SC State Human Resources Regulations, Clemson is permitted to obtain documentation in support of the request prior to the approval of the extended leave of absence.

It should be the applicant’s intention to resume his or her duties with the University after the extended leave of absence has ceased.

Full-Time Equivalent Employees

- An application for an extended leave of absence can be filed by an employee in a full-time equivalent (FTE) position. Per SC State Human Resources Regulations, “the agency may not deny an employee’s request for the 180-day disability leave for bona fide illness or disability if the employee is in an FTE position.”

Temporary Employees

- All temporary employees, including time-limited and temporary grant employees, can request department-supported leaves of absence, however, employees of these types are not afforded state job protection.

Benefit Eligibility for All Employees During an Extended Leave of Absence

It is the applicant’s responsibility to know the possible impacts to insurance, retirement and returning to employment at the University.

- An applicant’s insurance and retirement coverage can be affected by his or her leave of absence. Therefore, a member of the Benefits unit will contact each applicant to provide a counseling session during which decisions specific to the applicant’s insurance and retirement benefits situation can be discussed.
- Applicants are eligible to continue current insurance and retirement benefits while on paid extended leave.
- Applicants on unpaid leave are asked to review eligibility notifications included in the chart on page 2 for the purpose of identifying eligibility for the continuation of benefits.
- If eligible, applicants are required to continue paying the employee portion of any premium associated with the benefit to continue coverage. Policies will be terminated due to non-payment of premiums.
- All applicants of an extended leave of absence are highly encouraged to seek guidance from a benefits counselor by calling 864-656-2000.

I acknowledge that I have read and understand the notifications contained in this document.

Signature of employee __________________________  Date __________________________
<table>
<thead>
<tr>
<th>Benefit Type</th>
<th>Military</th>
<th>Worker’s Compensation</th>
<th>Disability/Personal Illness</th>
<th>Personal - Family Illness</th>
<th>Personal - Educational</th>
<th>Other</th>
</tr>
</thead>
<tbody>
<tr>
<td>State Health, Dental and Vision Insurance</td>
<td>Eligible to continue.*</td>
<td>Eligible to continue.*</td>
<td>May be eligible to continue.*</td>
<td>May be eligible to continue.*</td>
<td>May be eligible to continue.*</td>
<td>May be eligible to continue.*</td>
</tr>
<tr>
<td>Life Insurance (Basic, Optional and Dependent)</td>
<td>Eligible to continue.*</td>
<td>Eligible to continue.*</td>
<td>May be eligible to continue for up to 12 months from last day worked.*</td>
<td>May be eligible to continue for up to 12 months from last day worked.*</td>
<td>May be eligible to continue for up to 12 months from last day worked.*</td>
<td>May be eligible to continue for up to 12 months from last day worked.*</td>
</tr>
<tr>
<td>Long-Term Disability Insurance (Basic and Supplemental)</td>
<td>Benefit ends 30 days from last day worked.*</td>
<td>Benefit ends 30 days from last day worked.*</td>
<td>Benefit ends 30 days from last day worked.*</td>
<td>Benefit ends 30 days from last day worked.*</td>
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</tr>
<tr>
<td>SC Retirement System (SCRS) and Police Officers Retirement System (PORS)</td>
<td>Can continue paying the employee portion of the SCRS or PORS contribution.*</td>
<td>Can continue paying the employee portion of the SCRS or PORS contribution.*</td>
<td>Upon return, may request a service purchase for time spent on unpaid leave.*</td>
<td>Upon return, may request a service purchase for time spent on unpaid leave.*</td>
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<td>Upon return, may request a service purchase for time spent on unpaid leave.*</td>
</tr>
<tr>
<td>State Optional Retirement Program (ORP)</td>
<td>Contact your ORP vendor for options. Click HERE for contact information.</td>
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</tr>
<tr>
<td>Supplemental Retirement Programs (401K, 457 and 403B)</td>
<td>Cannot contribute during unpaid leave but can modify deductions while an active employee to replace lost contributions.</td>
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</tr>
<tr>
<td>Non-State Insurance (AFLAC and MetLife)</td>
<td>Must notify the leave administrator to continue premium.*</td>
<td>Must notify the leave administrator to continue premium.*</td>
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<td>Must notify the leave administrator to continue premium.*</td>
<td>Must notify the leave administrator to continue premium.*</td>
<td>Must notify the leave administrator to continue premium.*</td>
</tr>
<tr>
<td>Medical Spending Account (MSA)</td>
<td>Arrangements can be made to continue both MSA and DCSA.*</td>
<td>Arrangements can be made to continue both MSA and DCSA.*</td>
<td>Arrangements can be made to continue both MSA and DCSA.*</td>
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</tr>
</tbody>
</table>

Reason for Extended Leave of Absence

* Seek guidance from a benefits counselor by calling 864-656-2000.
Extended Leave of Absence
Employee Instructions

Application Procedure

1. Read all notifications on pages 1-2.
2. Use the Extended Leave of Absence Application Form (page 4) for the following application types:
   a. Requesting unpaid leave for 30 or more consecutive workdays
   b. Requesting up to 180 calendar days of leave, including paid and unpaid leave
   c. Requesting a renewal/extension of a past extended leave request; an additional request for up to 365 calendar days is permissible if the reasons you provide are deemed satisfactory by the University administration.
3. Complete the employee section of the form, following the instructions on the left-hand side.
4. Attach supporting documents to the form. Examples of supporting documents are military deployment documents, medical documents, etc.
5. Deliver the application packet (form and supporting documents) in person to your HR partner. As an alternative to this, mail the application to your HR partner via the United States Postal Service. (Due to the sensitive nature of the documents, please refrain from emailing or faxing these materials.)
6. After the leave form is received by the leave administrator, the leave administrator will notify the Benefits unit. Because it is recommended that applicants attend a counseling session offered by a member of the Benefits unit, a member of the unit will contact you to set up an appointment.

HR Partner Instructions

1. Manage the extended leave application form for the applying employee, following the instructions on the left-hand side of the form (page 4).
2. Gain all required approvals. See chart below.
3. Deliver (in person) the completed application to the leave administrator, Samantha Bass, ASB, 108 Perimeter Rd.

Required Approvals

<table>
<thead>
<tr>
<th></th>
<th>Requesting extended leave of absence for more than 30 but no more than 180 consecutive (calendar) days</th>
<th>Requesting extended leave of absence for more than 180 but no more than 365 consecutive (calendar) days</th>
</tr>
</thead>
<tbody>
<tr>
<td>Supervisor</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>Vice President/Provost</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>President</td>
<td>No</td>
<td>Yes</td>
</tr>
</tbody>
</table>
Extended Leave of Absence
Application Form

Employee Information:
Name (First, Middle, Last): __________________________
ID#: ____________ Position Title: __________________________
Department Name: ________________________________
Supervisor Name (First, Last): ___________________________

Purpose of Leave: (Reasons 1 through 3 might need a Family Medical Leave (FMLA) application to accompany this request. Ask your HR partner.)
☐ 1. Disability/Personal Illness  ☐ 5. Personal - Educational
☐ 2. Worker’s Compensation  ☐ 6. Military
☐ 3. Personal – Family Illness  ☐ 7. Other
☐ 4. Military Family Member  ☐ 8. Military Personal

Number of days requested: __________
Begin Date: ___________  End Date: _______________

Reason for request (Attach a document if additional space is needed.):

Employee Signature: ___________________________ Date Signed: __________

Request is: ☐ Supported  ☐ Not Supported

Signature: ___________________________ Date: ___________
Direct Supervisor

Request is: ☐ Supported  ☐ Not Supported

Signature: ___________________________ Date: ___________
Vice President or Provost

Request is: ☐ Approved  ☐ Denied

Signature: ___________________________ Date: ___________
President (only required for leave requests of 180 calendar days or more)

Extended Leave of Absence:
☐ Approved  ☐ Denied

Signature: ___________________________ Date: ___________
Leave Administrator

Section I – Managed by the Office of Human Resources
A. The HR partner emails the leave administrator upon receipt of the application.
B. The leave administrator notifies the Benefits unit to set up a counseling session.
C. The HR partner manages the form and attains decisions from the employee’s direct supervisor, vice president/provost, and president (if required).
D. The leave administrator attains a final approval/denial.
E. The leave administrator sends notifications of the decision.

Section I - Completed by the Employee
A. Employee reads all notifications.
B. Employee completes this form and the Family Medical Leave form (if necessary).
C. Employee signs and dates the notification page (page 1) and the application form.
D. All four pages of this application form and all supporting documents should be hand delivered or mailed by USPS to the applicant’s HR partner.
E. The employee attends a counseling session with the Benefits unit (highly recommended).