Extended Leave of Absence

- Notifications
- Application Instructions
- Application Form
Extended Leave of Absence
Notifications

This form can be used to apply for an extended leave of absence, 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.

This in no way replaces the request for unpaid job-protection under the Family Medical Leave Act (FMLA). Employees are encouraged to contact the Office of Human Resources (OHR) to fully review all available leave options as this option is not an employee’s sole option when circumstances requiring leave from work arise.

This form is not intended to cover all situations, including those involving an employee’s request for an extended leave of absence under the Americans with Disability Act (ADA). Requests for leave due to an employee’s physical or mental disability should first be addressed by the Office of Access and Equity. Please contact Access and Equity at 864-656-3553 for further information.

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.

Eligible Employees

- An application for an extended leave of absence can be filed by employees in full-time equivalent (FTE) positions as well as any temporary position, including time-limited and temporary grant positions.

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
## Determining Benefit Eligibility: Unpaid Extended Leave of Absence

*Seek guidance from a benefits counselor by calling 864-656-2000.*

### Reason for Extended Leave of Absence

<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>
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<td>Benefit ends 30 days from last day worked.</td>
</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>
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</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>
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</tr>
<tr>
<td>Medical Spending Account (MSA) Dependent Care Spending Account (DCSA)</td>
<td>Arrangements can be made to continue both MSA and DCSA.*</td>
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</tbody>
</table>
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 a renewal/extension of a past extended leave request
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 consecutive (calendar) days</th>
<th>Requesting extended leave of absence for more than 365 consecutive (calendar) days</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Supervisor</strong></td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td><strong>Vice President/Provost</strong></td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td><strong>President</strong></td>
<td>Yes (faculty only)</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): _______________________________

☐  1. Disability/Personal Illness  ☐  4. Personal - Educational
☐  2. Worker's Compensation  ☐  5. Military (Self and/or Family Member)
☐  3. Personal – Family Illness  ☐  6. Other

Number of days requested:
Begin Date: ___________     End Date: ______________________

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

It is the responsibility of the employee to know the Extended Leave of Absence policy and to provide the required documentation within a timely manner. Failure to comply may result in termination of employment, which could adversely affect available benefits.

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 (required for all faculty requests; required for staff requests of 365 calendar days or more)

Extended Leave of Absence:  ☐ Approved     ☐ Denied

Signature: ______________________ Date: ______________________

Leave Administrator

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).

Section II – 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.