

INFORMATION ABOUT THIS HANDOUT

This handout is intended for faculty employees who will be on sabbatical leaves, difference-in-pay leaves, or most faculty exchanges. This summary does not apply to leaves of absence without pay.

➤ Contact Faculty Affairs concerning sabbatical and leave details or questions	(707) 664-3170
➤ Contact Payroll & Benefits for questions concerning payroll or benefit programs	(707) 664-2793
➤ Contact the California Relay Service for TTY assistance	(877) 735-2929

PAYROLL INFORMATION AND BENEFIT TIPS

If you are currently enrolled in Direct Deposit for your payroll warrant, it should not be affected during your leave. Please work with your department to coordinate the mailing of your pay warrant while you are on leave.

Voluntary deductions will continue to be withheld from your monthly pay warrant unless they are cancelled by the employee. It is a good idea to review your payroll deductions to see if there are any voluntary deductions you wish to cancel or change.

Changes in health, dental, vision or retirement benefits may occur throughout the year. You may wish to arrange for your department to forward updated bulletins and newsletters to you during your leave. Please also check you SSU email account for official campus-wide notifications.

HEALTH/DENTAL AND VISION BENEFITS

Your current health, dental and vision enrollment will continue during your leave.

Other changes in coverage such as those that occur during Open Enrollment, additions or deletions of dependents, etc., may be accomplished under normal deadlines and procedures.

If you are moving out of the area during your leave, it is recommended that you explore whether your health coverage will extend to your temporary residence. The Health Maintenance Organizations (HMO's) provide coverage based on the employee's residential address and coverage may be limited to certain counties within the State. If your HMO is affected, you may change your health plan at this time. Please complete and submit the "Benefits Enrollment Information Worksheet" to the Payroll and Benefits Office in Salazar Hall, 2nd floor. Upon your return, you can request to change back to your prior plan due to the move.

CalPERS RETIREMENT

If you will be receiving less than your full pay rate during your sabbatical, you will also receive less than full retirement service credit. Service credit is proportionate to the pay you receive. For example, if you receive half pay for one year, you will receive one-half year of service credit.

In some cases, you may be able to purchase additional service credit during a leave of absence. Please contact CalPERS at: <http://www.calpers.ca.gov/> for further information.

Service credit for retirement purposes may differ from the service credit used for accrual of leave time as defined in the Memorandum of Understanding*

**Note: If the provisions of the Memorandum of Understanding (MOU) for the bargaining unit in which the employee is placed differ from those stated or implied above, the provisions of the MOU shall supersede.*

QUESTIONS/CONTACT

If you have any questions, please call Faculty Affairs at 664-2192 (CRS 877-735-2929 TTY)