

If you are considering going out on Sick Leave:

- If asking for a Sick Leave Advance, all vacation and sick time will need to be discharged prior to receiving the advance.
- If asking to access the Sick Leave Bank, all vacation and sick time will need to be discharged prior to accessing the bank.

If you are going out on Leave without Pay:

- You are responsible for paying co-shares for medical, dental, vision, and life insurance. You will be billed by HR.
- Direct Deposit will be placed in suspense. You will need to re-apply upon return.
- No accrual for vacation or sick time while out.
- Responsible for paying co-shares for other benefits, ex. Group Legal, AFLAC. Will be billed directly by vendor.
- Your NEARI dues will be covered by NEARI; your CCRIPSA dues will be waived. You will not, however, receive any NEA publications or be covered by NEARI dues-tab life insurance unless you pay dues yourself.

Regardless of whether you are on leave with or without pay:

- You are responsible for providing updated doctor's notes to HR in a timely manner.
- You are responsible for providing a return to work note to HR when returning from leave. If you have been out for medical reasons, you need to provide HR with a note from your doctor stating you are able to return to work either full or part-time, with or without restrictions.

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