**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.

Last updated October 27, 2009