

Your Benefits While on a Medical Leave of Absence

The following is an overview describing how your EWU employee benefits may be impacted while on a leave of absence. For more information please contact Human Resources at 509-359-6904.

Paid Leave (Vacation, Sick, Personal Holiday, Comp. Time, Shared Leave)	<ul style="list-style-type: none"> • Employees may use any combination of their paid leave that they have accrued. • Timesheets must be completed at the end of every pay period while on leave. If you are unable to complete your timesheet(s) you will need to make arrangements with your supervisor prior to your leave. • Employees who are in an unpaid status for more than 10 working days in a calendar month will not accrue vacation and sick time during that month.
Continuation of Benefits While on Protected Leave	<ul style="list-style-type: none"> • Family Medical Leave (FMLA): During approved FMLA leave, EWU will continue to pay its portion of your group health benefit premiums through payroll deductions. Employees are responsible for payment of their portion of their health insurance premiums. • Washington State Paid Family and Medical Leave (PFML): if an employee qualifies for PFML and meets the job protected qualifying conditions of 1,250 hours worked in the previous 12 months prior to leave, EWU will continue to pay its portion of your group health benefit premiums through payroll deductions. Employees are still responsible for payment of their portion of their health insurance premiums. Note: employees must have at least one day overlap of their PFML leave with FMLA in order to maintain existing benefits. • Employees who are not in a paid status and have exhausted their protected leave(s) will be contacted by the Healthcare Authority regarding options to pay for their benefits.
Continuation of Benefits While on Unprotected Leave	<ul style="list-style-type: none"> • An employee maintains benefit eligibility if they are in paid status for at least eight (8) hours per month. Human Resources will send the employee the exact number of paid leave hours that must be used every pay period in order to maintain current EWU benefits while on leave.
Leave Without Pay (LWOP)	<ul style="list-style-type: none"> • Generally, approved leaves of absence without pay will not exceed 12 months in duration. • Employees may self-pay medical, dental and life insurance while on LWOP through continuation of coverage. There is no EWU contribution during this time. • Additional information regarding Leave Without Pay may be found here: EWU Leave Without Pay Policy.
Seniority	<ul style="list-style-type: none"> • Classified employees on Leave Without Pay (LWOP) will have their seniority date and accrual date adjusted for each day of leave without pay unless otherwise noted in the Collective Bargaining Agreement.
Benefits	<ul style="list-style-type: none"> • For questions regarding eligibility for medical, life insurance, long term disability, retirement, FSA or HSA's please contact our Benefits office at: benefits@ewu.edu or 509-359-2488.