



# Payroll Information for Employees on Leave Frequently Asked Questions

If you are an employee who has been approved by the Department of Human Resources to take a Leave of Absence, you may have questions regarding how that will affect your pay and your leave plan balances. The answers to these questions are both varied and complex. This document has been created by the Payroll Department to help you navigate some of the more Frequently Asked Questions.

## 1. Do I get paid while I am on a Leave of Absence?

A Leave of Absence is considered to be without pay unless the specific situation qualifies the employee to use accrued leave. Employees who accrue paid leave time can often use such time while on leave. However, the type(s) of leave that may be used is determined based on the employee's job type and the type of leave being taken. Generally, employees may use earned sick, earned annual and/or earned personal leave while on a leave of absence. Please note that this earned leave will continue to be accrued on the 1st of each month as long as the employee remains in a paid status. In addition to using earned leave, if an employee will be returning to active status within the current contract year, and they are in the bargaining unit HCAA, HCEA, or HCEA-ESP, they may also specify if they would like to use any unearned sick leave.

Once an employee exhausts all available paid leave, the remainder of the absence would be without pay. Once in an unpaid status, an employee will not receive a bi-weekly pay and will not accrue additional leave.

It is the employee's responsibility to fill out and fully understand the "Request for Leave of Absence Form." The employee must select the appropriate type of leave to use while they are on leave. There can be no changes to the form after the 'Leave Start Date' specified on the form.

## 2. What if I am a Sick Leave Bank Member?

If an employee is a Sick Leave Bank member it is the employee's responsibility to contact their Sick Leave Bank administrator prior to going on unpaid leave. The member should request and submit a Sick Leave Bank Request form. Additional paid leave from the Sick Bank may be granted if approved by the Sick Leave Bank committee.

### Sick Leave Bank Administrators

**HCEA, HCEA-ESP**

Denise Palmisano, 410-997-3440

**AFSCME** - Jackie West 410-313-7050

**AMT** - Sharon Wainscott 410-313-8953

**HCAA** - Sharon Kramer 410-313-6797

**FSA MOU** - Perresa Brown 410-313-6744

## 3. What happens if I stay in a paid status throughout my entire absence?

As long as an employee has enough leave to use, and they are allowed to use it until the end of the absence, the employee will remain in a paid status. The employee will accrue leave on the 1st day of every contracted month that they remain paid. If the employee is a 10 month employee who has chosen a 12 month pay option, and they are in a paid status at the end of the school year, their pay will continue uninterrupted and will be spread out over the summer months. If the employee is a 10 month employee who has chosen a 10 month pay option, an 11 month employee or a 12 month employee, they will also continue to receive their pay on its usual biweekly schedule.

## 4. What happens if I go into an unpaid status?

Once an employee exhausts all available paid leave, the remainder of the absence would be without pay. Once in an unpaid status, an employee will not receive a bi-weekly pay and will not accrue additional leave until they return to work.

### Escrowed employee who is not returning

If the escrowed employee does not return to work this school year they will receive a lump sum payout. The lump sum payout is equal to the amount in the escrow balance. The on-line salary calculators can provide an estimate of what the escrow balance will be based on the pay period the employee went into unpaid status. The calculators are available in the Canvas, Workday Community Pay module.

### Non-Escrowed employee who is not returning

If the non-escrowed employee does not return to work this school year, they will simply stop receiving pay for any dates on or after the change to an unpaid status.

### Escrowed Employee who is Returning

If the escrowed employee returns to work this school year, they will remain on unpaid leave until Human Resources is notified and approves a return to work. Once a return to work has been approved and processed by Human Resources, the pay will be re-calculated based on the number

of days to be worked for the remainder of the school year. The employee will receive their pay based on the same pay option that they were using before going on unpaid leave (10 or 12 month pay). There are several factors that impact the actual salary calculations when returning after unpaid leave. These factors are unique for each employee's circumstances:

- Duration of unpaid leave - actual date leave began and ended
- Available leave balance
- Total days worked prior to unpaid leave
- Total salary paid prior to unpaid leave
- Remaining days to be worked upon return from unpaid leave.

### Non-Escrowed Employee who is returning

A non-escrowed employee will remain on unpaid leave until Human Resources is notified and approves a return to work. Once a return to work has been approved and processed by Human Resources, the pay will resume as of the date Human Resources provides. The employee will receive their pay at the applicable rate that is in place upon their return.

## 5. Why did I receive multiple pay stubs?

When an employee has a change in status, such as going on or off of leave, Workday calculates a sub-period for the pay that includes the change in status. An employee would receive 1 pay stub that includes pay from the period when they were active (before going on leave) and a 2nd pay stub that includes pay from the period after their status changed to "on leave."

## 6. How do I know what my current or projected leave balances are?

Leave balances can be found in the Request Time Off area in Workday. Workday will show what leave has been earned as of the date in the "balance as of" box.

- Current Leave Balances - enter today's date in the "balance as of" box
- End of Year Leave Balances - enter 6/30/20xx in the "balance as of" box

Please note that after an employee has been officially placed on leave, they may not be able to use this feature to project balances.