



**MONTCLAIR STATE UNIVERSITY**

Division of Human Resources

## **Personal/Leave Without Pay Procedures**

Revised February 9, 2004

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## Information Sheet

<u>Leave of Absence Type:</u>	<u>With or Without Pay:</u>
Personal/Leave Without Pay	Without Pay Only
<u>Leave Description:</u>	
A leave of absence without pay for personal reasons.	
<u>Eligibility Requirements:</u>	
Must be a full or part-time employee (does not include temporary employees) at Montclair State University.	
<u>Status of benefits while on leave:</u>	
<ul style="list-style-type: none"> <li>➤ <b><u>Health</u></b> – Full premium paid by employee.</li> <li>➤ <b><u>Pension</u></b> – No contributions are made.</li> <li>➤ <b><u>Dental</u></b> – Full premium paid by employee.</li> <li>➤ <b><u>Life Insurance</u></b> – Remains intact for 2 years while on Personal Leave.</li> <li>➤ <b><u>Sick</u></b> – Does not accrue.</li> <li>➤ <b><u>Vacation</u></b> – Does not accrue.</li> <li>➤ <b><u>Personal</u></b> – Does not accrue.</li> </ul>	
<u>Approval Process:</u>	
For non-Faculty, approval of supervisor, and vice president of division are needed. For Faculty, approval of Department Chair, Dean, Provost, University President, and the Board of Trustees are needed.	
<u>Required Documents:</u>	
Leave of Absence Request Form (non-faculty) or Faculty/Professional Staff/Managers Request for Leave of Absence Without Pay Form	
<u>Monitoring Process:</u>	
None	
<u>Extension Process:</u>	
Employee must complete a new Leave of Absence Request Form.	
<u>Return Process:</u>	
Employee should visit Employee Benefits office to complete necessary paperwork.	
<u>Required Documents:</u> None	

## **Personal Leave Procedures**

1. Employee should obtain a Request for Leave of Absence Form (non-faculty) or a Leave of Absence Without Pay Form (faculty) from the Employee Benefits Office.
2. For non-faculty, employee must obtain approval from their supervisor, and division vice president. For faculty, employee must obtain approval from Department Chair, Dean, and Provost. The form will then be forwarded to the Employee Benefits Office.
3. Employee must make an appointment with Benefits representative to discuss payment for benefits while on leave.

## **Personal Leave's Frequently Asked Questions**

- Q. **Is there a limit to the amount of time that can be taken for a personal leave?**
- A. The length of time is determined, at the request of the employee, by the supervisor based upon the needs of the department and consistent with applicable rules and regulations.
- Q. **Will I receive health, dental and pension benefits while on a personal leave?**
- A. The employee has the option to pay the premiums for health and dental benefits for the period in which the leave will take place. If the employee does not pay the premiums in full he/she will not be covered. There will be no pension contributions during the period of leave.
- Q. **Will my vacation, sick, and personal time still accrue while I am on a personal leave?**
- A. No, there is no accrual of leave time during this period.
- Q. **What happens to my anniversary date when I take a leave of absence?**
- A. The anniversary date is moved for every day the employee is out on leave. (e.g.: If the employee takes a 3 month leave, the anniversary date moves back 3 months)