

OVERVIEW OF THE UNPAID LEAVE PROGRAM

Eligibility

All Staff: Salaried (Exempt) and Hourly (Non-exempt) to include union employees.

Program Overview

1. Additional time away from work, unpaid, while maintaining College benefits (outlined below).
2. Requests require approval from the employee's supervisor, department director/head and a representative from the Office of Human Resources. Department directors must keep their divisional vice-president informed of all requests, particularly those that may require an adjustment in departmental operations.

Process

1. Employee completes the Request Form and submits it to his/her supervisor. The employee sends a copy to the Office of Human Resources.
2. Supervisor reviews it and approves or denies the request. If approved, the employee and supervisor work together to determine a schedule that meets both departmental needs and the employee's personal request.
3. Department Director approves or denies the request.
4. The original form with signatures must be delivered to the Office of Human Resources.
5. Human Resources approves or denies the request.
6. The Office of Human Resources will forward the approved form to the Treasurer's (benefits) office.
7. The Office of the Treasurer prepares a compensation and benefits statement and sends it to the employee.
8. After review of the compensation and benefits statement, the employee indicates that they wish to proceed with the request as it stands, modify the request or cancel it. They may also choose to commit at a later date if the program is still available.
9. If the employee wishes to proceed and all approvals have been received, the Office of Human Resources will send a final approval letter to the employee.

Effect on Benefits

1. Unpaid leave program:
 - a. The following benefits may be affected:
 - i. No impact to medical or dental premiums or coverage.
 - ii. Retirement contributions on behalf of the College will be reflective of your W-2 actual earnings.
 - iii. Life insurance and long-term disability coverage will be based upon what you normally receive for a wage or salary.
 - iv. Employees who are currently enrolled in the Dependent Care and Medical Flexible Spending accounts can reduce their contributions to reflect the change in their work schedule.
 - v. Vacation, holidays or sick pay will be reflective of the change in your schedule. These benefits are accrued based upon the actual hours that you work. When work hours are reduced, these benefits are reduced proportionally.
 - vi. Questions about benefits should be directed to either Sherry Leshen or Jim Mulholland in the Treasurer's Office by calling ext. 3500 or sending an email to leshens@grinnell.edu or mulholla@grinnell.edu.