



**SAN FRANCISCO
STATE UNIVERSITY**

Human Resources
Safety & Risk Management

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STATUS OF EMPLOYEE BENEFITS WHILE ON LEAVE

This document provides an explanation of your employee benefits for Leave with Pay/Difference in Pay Leaves.

You will continue to receive monthly pay warrants from San Francisco State University. All deductions currently in effect will continue to be made through the appropriate payroll deduction provided that your net salary after mandatory deductions is sufficient to cover your voluntary deductions. Mandatory deductions include: state and federal income tax, social security, retirement, and health plan contributions. If your net salary is insufficient, you must make arrangements for direct payment. For assistance, please contact the Human Resources Department.

If you are currently enrolled in a health and dental plan, deductions, if any, will continue to be made for this coverage, and you will continue to receive the State contribution. If you are carrying a health or dental plan that provides care in a limited geographical area, such as Kaiser Health Plan or DeltaCare Dental Plan, and you are leaving the area while on leave, you can change your enrollment to a plan that will cover you while you are away. You should make this change within 30 days prior to or after your departure. Within 30 days of your return, you can re-enroll in your original plan. If you are enrolled in PERS-Care, PERS Choice and Delta Dental Plan of California, these plans provide world-wide coverage. You can obtain the change forms from the Human Resources Department.

While on half pay, you will not earn full service credit toward your retirement plan (this does not apply to leave at full pay). You are entitled to purchase lost retirement service credit. Contact the Human Resources Department for further information and forms when you return from leave.

As a faculty member on leave, you continue to accrue sick leave credit. For example, a full-time faculty member granted a one-year leave at half pay accrues four hours sick leave for each qualifying pay period.

If you have any questions about the status of your benefits during the award period, please feel free to contact the Payroll, Benefits and Retirement Services Department in Human Resources.