

TO: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Employee ID# \_\_\_\_\_

FROM: Gena Jones, SPHR, Assistant Vice President for Human Resources

**SUBJECT: Information concerning Leave Without Pay Status**

Human Resources has received notice of, and has approved, your Leave Without Pay (LWOP) effective \_\_\_/\_\_\_/\_\_\_\_. Please be aware of the following when you are in this status for a full month or longer:

During a leave without pay, service is not considered to be interrupted; however, benefits associated with pay status are affected as follows:

- Vacation, sick leave, and state service accruals are suspended.
- Group insurance premium-sharing contributions are suspended unless the leave is because of a lack of work between terms or the employee is on family and medical leave. Group insurance coverage may be continued, provided the applicable premium payments are made to the Payroll Department or the Employees Retirement System of Texas (ERS). Insurance coverage canceled for nonpayment of premiums during a leave without pay is considered waived and all coverage will be canceled. (**Exception:** While on family and medical leave or workers' compensation, all coverage will be canceled except health insurance for the employee only.) Reinstatement to insurance plans is subject to the Uniform Group Insurance Program rules.
- Tax sheltered annuities become inactive.
- Membership in the Teacher Retirement System or Optional Retirement Program becomes inactive and contributions cannot be withdrawn.
- Employees are not entitled to pay for holidays if on leave without pay status on both the day before and the day after the holiday. An employee who begins leave without pay after the last workday of a month is entitled to be paid for the holiday(s) that occur after the last workday if the holiday(s) occur during the month and do not fall on a Saturday or Sunday. For example, if the Christmas and New Year holiday period extends from December 24 through Monday, January 2, a person who begins leave without pay after December 23 would be entitled to compensation for holidays between December 24 and December 31. An employee on paid status (work or leave) either the day before or the day after a holiday, which occurs mid-month, is entitled to pay for the holiday(s).
- Except for an employee who returns to state employment from military leave without pay under, a full calendar month during which an employee is on leave without pay is not counted in computing:  
1) Total state service for purposes related to longevity pay or to the rate of accrual of vacation leave; or  
2) Continuous state service for purposes related to merit salary provisions or vacation leave.  
A full or partial calendar month during which an employee is on leave without pay does not constitute a break in continuity of employment.

Please contact your Human Resources office if you have any questions concerning your employment status during Leave Without Pay.

Sent by: \_\_\_\_\_

Date sent: \_\_\_\_\_