

This summary describes the effect of a sabbatical leave or difference-in-pay leave on health, dental and vision insurance and retirement benefits. Because employees remain in pay status during these types of leaves and payroll deductions continue, such benefits are, by and large, unaffected. However, employees should be aware of certain options available to them.

The following summary does not apply to benefits during leaves of absence without pay. The information contained herein summarizes our understanding of the provision of applicable laws and Memoranda of Understanding (MOU) for collective bargaining units currently in effect, and may be superseded by revisions of these laws or the MOU.

Health, Dental, and Vision Insurance: Membership in the State group coverage with the full State's contribution toward premiums will continue unchanged during the leave. Employees who are enrolled in a service-area-limited health plan (for example, Blue Shield HMO) and who will be moving out of the plan's service area during the leave may change to another plan with coverage more appropriate to their temporary residence location, and may change back to their original plan within 60 days of their return to their permanent address. To arrange for changing plans, please contact Human Resources at (805) 756-5436 prior to leaving the area and within 60 days after your return.

Other changes in coverage – open enrollment changes, addition or deletion of dependents, etc. – may be accomplished under normal deadlines and procedures during a paid leave.

California Public Employees' Retirement System (CalPERS): Sabbatical leaves at less than full salary and difference-in-pay leaves result in the accrual of less than full retirement service credit for the duration of the leave (*PERS Law, Section 21008*). Upon return to campus, employees may request to purchase full service credit for the period of leave by contributing the additional amount they would have contributed toward CalPERS had they been working full time, and the additional amount that the University would have contributed, plus any interest that these funds would have earned from CalPERS prior to the time the employee deposits the funds with CalPERS.

The procedure for requesting cost information for the purchase of extra service credit is as follows:

- 1) Complete PERS-MSD-371 Request for Service Credit Cost Information Leave of Absence form. The form is available in Human Resources or on the CalPERS website at <http://www.calpers.ca.gov/> Mail the completed form to CalPERS at:

CalPERS Member Services Division
P. O. Box 944000
Sacramento, CA 95812-4000
(888) 225-7377

- 2) CalPERS will compute the costs of this service credit and notify you through an election form which indicates the costs of purchasing the service credit and offers lump-sum or installment methods of payment.

- 3) The election form must be signed and returned to PERS within the stated deadline if you wish to purchase the service credit.

This cost information may be requested more than once, at any time prior to retirement. For more information, please request the booklet "CalPERS Service Credit Purchase Options" from Human Resources, or visit the CalPERS website at <http://www.calpers.ca.gov/>

Pay Periods and Sick Leave Accrual: Pay periods affected by a sabbatical or difference-in-pay leave are listed below:

<u>Quarter of Leave</u>	<u>Pay Periods Affected:</u>
Fall	September – October – November – December
Winter	January – February – March – August
Spring	April – May – June – July

Sick leave accrual is not affected by a sabbatical or difference-in-pay leave, and will continue at the rate of 8 hours per month.

If you have any questions about your benefits, please call the Human Resources office at (805) 756-5436.