



Policy 4.76 **Seasonal**

Responsible Official: VP for Human Resources

Administering Division/Department: Leaves of Absence

Effective Date: March 30, 2007

Last Revision: October 11, 2017

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Overview

A regular employee working at least 20 hours per week may be placed on a seasonal leave without pay for a period not to exceed 90 calendar days when there is a break in active employment due to lack of available work. An employee who is on seasonal leave shall have the option to use his/her accrued unused vacation leave, holiday hours or floating holidays, or take leave without pay during this period.

Policy Details

PROVISIONS

At the end of the seasonal leave, the employee is expected to return to work. No break in service will be considered to have occurred. When the employee returns to work before or on the expiration of the leave, all accrued unused leave balances will be reactivated.

Credit for previous eligible service will be retained in determining leave accrual rates; however, any period of leave without pay will not be counted when determining total length of service for leave accrual purposes.

BENEFITS

Health, Dental, Life, and BeneFlex Plans

If an employee chooses not to continue participation while on unpaid leave, the employee must notify Human Resources, Benefits to cancel the coverage. If the employee returns to work in an eligible status, the employee has thirty-one (31) days to reinstate coverage.

If an employee on leave does not pay the required contributions, coverage will be canceled for non-payment.

Retirement Plan/ Disability Insurances

Eligibility for retirement contributions and long- and short-term disability insurance will cease during unpaid seasonal leave.

Courtesy Scholarship/Tuition Reimbursement Programs

Eligibility for participation in the Courtesy Scholarship or Tuition Reimbursement programs will continue during a seasonal leave.

UNEMPLOYMENT INSURANCE BENEFITS

An employee on seasonal leave is not eligible for unemployment insurance benefits because there is an expected

return to work date.

Related Links

- Current Version of This Policy: <http://policies.emory.edu/4.76>

Contact Information

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Revision History

- Version Published on: Oct 05, 2012
- Version Published on: Oct 05, 2012
- Version Published on: Jun 22, 2012
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