Policy 4.76
Seasonal

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Responsible Official: VP for Human Resources
Administering Division/Department: Leaves of Absence
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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 unused vacation leave, holiday hours or floating holidays, or take leave without pay during this period.

Policy Details

PROVISIONS

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

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

BENEFITS

Health, Dental, Life, and BeneFlex Plans

An employee on seasonal leave may continue participation in optional health, dental, life and BeneFlex plans by contacting Human Resources prior to the leave to determine the amounts and due dates of the premium contribution.

If an employee chooses not to continue participation while on leave, the employee must notify Human Resources to cancel the coverage. If the employee returns to work in an eligible status, the employee has 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 the 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. However, if the employee does not return from seasonal leave, he or she may apply for benefits through the local Georgia Department of Labor Office.

**Related Links**

- Current Version of This Policy: [http://policies.emory.edu/4.76](http://policies.emory.edu/4.76)

**Revision History**

*Emory University policies are subject to change at any time. If you are reading this policy in paper or PDF format, you are strongly encouraged to visit policies.emory.edu to ensure that you are relying on the current version.*