



University of San Diego

Quick Reference Guide Personal Leave – Staff Benefit Based

This guide is intended to be a summary of your benefits under USD's Personal Leave policy. Please refer to Section 2.3.9 in the Policy & Procedure manual for full details of this program.

Purpose

Provides eligible employees with up to 26 weeks leave to attend to personal matters.

Eligibility

Benefit based staff employees.

Duration of Leave

Maximum of twenty-six (26) weeks of leave. Under unusual circumstances the leave may be extended beyond 26 weeks, but it may not exceed one year. Leave is granted at the discretion of the department head with concurrence of the Assoc. VP of Human Resources. The best interest of the University is always considered when deciding whether to grant a personal leave.

Compensation and Benefits During Leave

All accrued vacation must be used at the beginning of the leave.

Paid Leave: While you are receiving a USD paycheck, you will be considered on paid leave.

While on paid leave, you continue to have normal payroll deductions for your health insurance coverage. As long as you remain on a paid leave of absence, you continue to pay for your benefits through regular payroll deductions.

Unpaid Leave: When vacation has been exhausted, the status of the leave will change from paid to unpaid leave. When you are on an unpaid leave of absence, you are responsible to pay the full premium cost for benefits and must write a check payable to USD for your benefit coverage. Human Resources will provide you with information on the cost to continue your benefits.

Your Responsibilities

- Submit a written request for leave to your department as soon as the beginning date of the leave is known.
- Contact Human Resources/Benefits to discuss your leave, effect on pay and benefits.
- If on unpaid leave, obtain benefits cost information from Human Resources/Benefits and make check payable to USD in order to continue your benefits while on leave.
- Return to work on the expected return to work date.

Who to Contact with Questions

Contact the Benefits staff in Human Resources with any questions regarding Personal Leave.

- Shalom Robson – Benefits Specialist (619) 260-2718
- Sue Pillsbury-Barton – Benefits Specialist (619) 260-2737
- Lily Skyer – Benefit Programs Manager (619) 260-2719