

Your Benefits While on a Medical Leave of Absence

The following is an overview describing how your EWU employee benefits may be impacted while on a Medical Leave of Absence. For more information, please contact the Benefits Office at 509-359-2488.

Paid Leave (Vacation, Sick, Personal Holiday, Comp. Time, Shared Leave)	<ul style="list-style-type: none"> • Employees may use any combination of their accrued leave. • Timesheets must be completed at the end of every pay period while on leave. If you are unable to complete your timesheet(s) you will need to make arrangements with your supervisor prior to your leave.
Continuation of Benefits While on Protected Leave	<ul style="list-style-type: none"> • Family Medical Leave (FMLA): During approved FMLA leave, EWU will continue to pay its portion of your group health benefit premiums through payroll deductions. Employees are responsible for payment of their portion of their health insurance premiums. • Washington State Paid Family and Medical Leave (PFML): if an employee qualifies for PFML and FMLA, EWU will continue to pay its portion of your group health benefit premiums through payroll deductions. Employees are still responsible for payment of their portion of their health insurance premiums. Note: employees must have at least one day overlap of their PFML leave with FMLA to maintain existing benefits.
Continuation of Benefits While on Unprotected Leave	<ul style="list-style-type: none"> • An employee maintains benefit eligibility if they are in paid status for at least eight (8) hours per month. The Benefits Office will send the employee the exact number of paid leave hours that must be used every pay period to cover insurance premium costs while on leave. • Employees who are not in a paid status and have exhausted their protected leave(s) will no longer be eligible for the employer contribution and will be contacted by the Health Care Authority regarding options to pay for their benefits.
Leave Without Pay (LWOP)	<ul style="list-style-type: none"> • Generally, approved leaves of absence without pay will not exceed 12 months in duration. • Employees may self-pay medical, dental and life insurance while on LWOP through Continuation of Coverage. There is no EWU contribution during this time. • Additional information regarding Leave Without Pay may be found here: EWU Leave Without Pay Policy.
Benefits	<ul style="list-style-type: none"> • For questions regarding eligibility for medical, life insurance, long term disability, retirement, Flexible Spending Arrangements or Health Savings Accounts please contact our Benefits office at: benefits@ewu.edu or 509-359-2488.