



Leave of Absence or Hold – Business Reasons Designation Notice

DATE: _____

Employee 10-digit ID: _____

TO: _____

FROM: _____

College or Department Name

College or Department Number

Dear _____,

Your leave of absence has been approved from _____ through (if determined) _____ and will be designated as a:

Business Leave:

Fellowship Research Visiting Professor Professional

Hold:

This leave of absence/hold will be (check one):

Paid with Benefits Paid without Benefits Unpaid with Benefits Unpaid without Benefits

Responsibilities

While on leave/hold you are required to notify your department leaves rep as soon as practicable if dates change or are extended if initially unknown.

- **Benefits while on Paid Leave or Hold:**

The employee portion of the premiums will continue to be deducted from your paycheck.

- **Benefits while on Unpaid Leave or Hold:**

- You will be billed for the employee portion of premiums and have a 30-day grace period to make payment.
- If payment is not made timely, benefits will be cancelled 15 calendar days after the date of the Cancellation Notice, retroactive to the last day of the pay period benefits coverage was paid.



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- **FSA Medical (during unpaid leave)**
 - If you have the Health Care or Limited Health Care Flexible Spending Account (FSA), coverage can be continued while on a leave without pay by making payments directly to ASU on an after-tax basis, allowing continued access to your account. Please contact HR Benefits to make arrangements.
- **FSA Dependent Care (during paid or unpaid leave)**
 - A Dependent Care FSA cannot be continued while on leave.

IMPORTANT: Once your leave status changes to unpaid, it is considered a qualified life event allowing changes to your benefit plans. If you wish to terminate benefits coverage while on unpaid leave, you have **30 calendar days** from the date unpaid leave began to submit a completed **Benefits Enrollment/Change Form** located online: cfo.asu.edu/hr-forms

Questions? Employee Services 855-278-5081 | Faculty Services 480-727-9900

Return to Work

If you terminate your benefits coverage during leave, **you may re-elect within 30 calendar days of returning to work.** If you miss your 30-day enrollment period, enrollment is permitted only with a qualified life event or during the open enrollment period.

You may also re-elect the FSA by completing a **Benefits Enrollment/Change Form within 30 calendar days of your return to work;** otherwise benefits cease for the remainder of the calendar year.

If you have questions, contact your department leaves representative

_____ at _____
 Department Leaves Rep phone number

Enclosures: Benefits Enrollment/Change Form

REFERENCES

ACD Policies

- 506-03 Faculty Probationary Appointments
- 701 Responsibilities of Faculty during Leaves from Campus
- 704-02 Vacation Leave-Fiscal Year Appointment
- 707 Leave of Absence without Pay
- 705 Sabbatical Leave

SPP Policies

- 404-04 Overtime
- 702-01 Vacation Leave
- 704-06 Administrative Leave of Absence