

# Reduction in Hours to a Completely Unpaid Leave

Full-time Employee Reduction in Hours Worked Due to COVID-19

# Pay and Accruals

- During the period of a completely unpaid leave:
  - You will not receive any pay from the university
  - You will not accrue any additional vacation or sick leave
    - Your current balances will remain available for use upon your return unless the maximum cap is exceeded
- Retirement contributions and OPERS/STRS service credit will be suspended during the period of completely unpaid leave
  - However, service credit with OPERS/STRS may be able to be purchased upon return to work
    - See <https://www.opers.org/> or <https://www.strsoh.org/> for further information

# Healthcare and Other Benefits

- During the period of a completely unpaid leave:
  - Healthcare and other benefits will be maintained through July 31, 2020
  - Benefits such as life insurance and short and long-term disability will continue to be based on your current FTE (if disbursed during this period of leave)
  - You and your dependents will also remain eligible for tuition remission on the same basis as you are today based on your current FTE
  - Additionally, this unpaid leave is a qualifying event and you will be eligible to consider reduction changes to your benefit elections such as short-term disability and/or supplemental life insurance

# Premiums and Deductions

- During the period of a completely unpaid leave:
  - Healthcare premiums and other benefit deductions owed will continue to reflect your current FTE; however, the amounts owed will be accumulated and deferred
    - Upon your return to an FTE of 75% or greater, the accumulated benefits payments owed will be payroll deducted, on a pre-tax basis, divided over the remainder of the current calendar year
    - For medical insurance, you will continue to owe premiums based on the tier assigned to your current base compensation
- Should you separate from the university before your premiums/deductions are collected, your final vacation, comp time and/or sick leave payouts (if applicable) will be reduced by the amount owed and/or you will need to reimburse the university on a post-tax basis

# State Unemployment Compensation

- During the period of a completely unpaid leave:
  - You may be eligible for unemployment. The determination of your eligibility will be made by the Ohio Department of Job and Family Services (ODJFS)
    - Factors for eligibility include the number of weeks worked, and average weekly salary earned, in the 'base period\*' as well as other relevant criteria found in the ODJFS guide to unemployment:  
<http://www.odjfs.state.oh.us/forms/num/JFS55213/pdf/>
  - To get an estimate\*\* of what your *state* unemployment benefit might be if you meet the eligibility requirements, visit the ODJFS Benefit Calculator:  
<http://www.odjfs.state.oh.us/uiben/>

\*The 'base period' for claims filed before July 4, 2020 is January 1, 2019 to December 31, 2019 (i.e. calendar year 2019)

\*\*The Unemployment Estimator IS NOT an Application for Benefits, IS NOT a Determination of Benefits and IS NOT a Guarantee of Payment or Eligibility

# Federal Unemployment Compensation

- During the period of a completely unpaid leave:
  - If you are approved to receive any state unemployment compensation, you will also be eligible for the additional \$600.00 per week of federally-funded assistance provided by the CARES Act
  - This payment is not prorated based on FTE or salary but is only authorized by the CARES Act to be provided until the end of the last 'pay week' in July for the state unemployment calendar (for the State of Ohio, that is July 25, 2020)
  - This payment is automatically applied for, and paid, in concert with state unemployment benefits

# Unemployment Claims and HR Paperwork

- During the period of a completely unpaid leave:
  - You will be responsible for filing your own unemployment application and weekly unemployment claims with ODJFS
  - WSU Human Resources will place you on an “unpaid leave with benefits”
  - Human Resources will also maintain calculations for your benefit premiums and deductions, and initiate the arrearages via payroll deduction upon your return to 75% FTE or greater
    - Should you separate from the university before your premiums/deductions are collected, your final vacation, comp time and/or sick leave payouts (if applicable) will be reduced by the amount owed and/or you will need to reimburse the university on a post-tax basis

# Commonly Referenced Websites

## University pay, time sheet and/or benefit deductions

- Payroll Website <http://www.wright.edu/controller/payroll>
- Time Sheet Instructions <http://www.wright.edu/human-resources/policies-and-resources/time-sheet-leave-reporting>
- HR Benefits Website <http://www.wright.edu/human-resources/benefits>

## Unemployment compensation

- ODJFS Website <https://jfs.ohio.gov/ouio/index.stm>

## SharedWork Ohio

- SWO Website <http://jfs.ohio.gov/ouio/SharedWorkOhio/index.stm>

# WSU Contacts for Questions

## Questions about University pay and/or benefit deductions

- HR Operations Analyst assigned to your area (<http://www.wright.edu/sites/www.wright.edu/files/page/attachments/departmentlisting2017.pdf>)

## Questions about time sheets

- Payroll (<http://www.wright.edu/controller/payroll>)

## Questions about the FTE Reduction/Leave Process

- HR Business Partner assigned to your area (<http://www.wright.edu/human-resources/policies-and-resources/human-resources-business-partners> or <http://www.wright.edu/sites/www.wright.edu/files/page/attachments/departmentlisting2017.pdf> )

## Unemployment Compensation questions under the control of WSU

- HR Talent Management Team ([emily.hamman@wright.edu](mailto:emily.hamman@wright.edu) or [meltem.kokaly@wright.edu](mailto:meltem.kokaly@wright.edu))