



## SABBATICAL LEAVE

Faculty who are on sabbatical leave retain ties with OSU. If you are on sabbatical leave for six months at 1.00 FTE (100% of pay), there would be no changes in benefits. Since several benefits are tied to salary, if you are on sabbatical leave for one year at 0.5 FTE (50% salary), you should note the comments below.

**Health, Dental, Vision:** There is no change in your coverage regardless of whether you receive full or partial pay while on sabbatical leave. Premiums would continue to be paid on the same basis during the sabbatical leave as they were before it began. OSU pays for your healthcare coverage; you pay for dependent coverage. You also pay

dental and vision premiums if you elected this coverage. If you will be residing outside of Oklahoma or Arkansas, you may want to consider changing enrollment to HealthChoice USA, which is a more expensive healthcare plan, but provides a national network.

**Life Insurance:** Life insurance calculates on base pay. Life insurance for faculty who are receiving 50% pay will be calculated on the salary in effect prior to the sabbatical leave (rather than on the 50% of salary paid by OSU). You should monitor your coverage if you are on a sabbatical leave (at 50% pay) during January when the annual update in life coverage is calculated. You will receive a Total Compensation Statement indicating your new coverage, which will give you an opportunity to verify that coverage is based upon 100% (instead of 50%) pay. Premiums continue to be paid by OSU during the sabbatical leave as they were before it began. If you are enrolled in the supplemental life plan, premiums will continue to be deducted from your pay unless your pay is not sufficient to cover the deductions. In this case, premiums would be charged to your Bursar account.

**Long-Term Care:** If you are enrolled, premiums will continue to be deducted from your pay unless your pay is not sufficient to cover the deductions. If there is insufficient pay to cover the premium after two missed attempts, then John Hancock will bill you directly. The direct bill will continue until you ask John Hancock to change back to payroll deduction.

**Long-Term Disability:** Long-term disability benefits are based upon salary. However, regardless of whether you receive 100% pay or 50% pay while on sabbatical leave, your long-term disability coverage would remain in effect on the basis of your salary prior to the start of the leave. This means that you will pay premiums based upon 100% of your salary even if your salary is reduced to 50%. (This will entitle you to receive benefits based upon the higher salary level in the unfortunate event that you become disabled.)

**Flexible Benefits:** If enrolled, contributions will continue to be deducted from your pay unless your pay is not sufficient to cover your monthly goal. Full contributions would resume upon your return, and you would need to make up lost contributions if you return before the end of the calendar year.

**Voluntary Plans (Cancer, Critical Care, or Long-Term Care):** Please contact the vendor directly to continue payment of premiums for these plans. Contact information is available at [www.okstate.edu/osu\\_per/benefits/benefits\\_helpines.htm](http://www.okstate.edu/osu_per/benefits/benefits_helpines.htm).

**OSU Retirement Contributions:** The retirement contributions paid by OSU are based on actual pay. However, in the case of a 50% sabbatical, effective July 1, 2004, retirement contributions will be paid as if you received 100% pay.

**Oklahoma Teachers' Retirement (OTRS):** OTRS regulations allow an employee on official sabbatical leave (receiving at least one-half pay) to remain eligible to receive OTRS service credit. Contributions to OTRS are based on the salary earned as a regular full-time employee in the last preceding school year. It is not an option to contribute at the 50% pay rate. While on sabbatical leave, whether on 100% or 50%, OSU will continue to pay retirement contributions according to your plan enrollment prior to the onset of the sabbatical leave.

You should continue to monitor your payroll advice to be sure premiums and contributions are accurately reflected.

Employee Services is available to help you in securing specific information regarding your benefits during a sabbatical. Contact them at [osu-es@okstate.edu](mailto:osu-es@okstate.edu), (405) 744-5449, 106 Whitehurst, Stillwater.

*OSU Human Resources developed this information for the convenience of OSU employees. It is a brief interpretation of more detailed and complex materials. If further clarification is needed, the actual law, policy, and contract should be consulted as the authoritative source. OSU continually monitors benefits, policy, and procedures and reserves the right to change, modify, amend, or terminate benefit programs at any time.*