



## Human Resources Benefits and You

### 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 continues to pay a portion of employee and dependent health care coverage and you are billed for the employee portion. You also pay dental and vision premiums if you elected this coverage. If your sabbatical pay does not cover the premiums while you are on leave, you will receive a bill from the OSU Bursar requesting payment for the coverage. If you are currently waiving health insurance, your waive benefit will continue. However, you must complete a new request to waive every year during Annual Enrollment in order to continue your waive benefit.

**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 can verify your coverage is based upon 100% (instead of 50%) pay on your *Total Compensation Statement on Web for Employees*. 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 (800-842-0022) to change back to payroll deduction.

**Cancer Policy:** 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, you need to call American Fidelity (800-933-1853 x8841) to continue with direct pay or cancel.

**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 any lost contributions if you return before the end of the calendar year.

**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 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.

OSU Benefits is available to help you in securing specific information regarding your benefits during a sabbatical. Contact them at [osu-benefits@okstate.edu](mailto:osu-benefits@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.*