



LOA REQUIREMENTS

JOB AID PA-24

PA

The purpose of this job aid is to outline an employee's entitlements when out on Workers' Compensation, Short-term Disability Leave – Pay Status, Short-term Disability – Regular, Family Medical Leave Pay, Family Medical Leave without Pay (LWOP), Military Return to Active Duty (RAD) – Pay Status and 30-day Calendar, and Extended Military Active Duty and other Military LWOP. It covers eligibility for items such as accrued leave, longevity, service credits, and health benefits

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Workers' Compensation

Type of Action	Accrue Leave	Longevity Paid	Eligible for Holidays	Burn Leave	Creditable (Retirement) Service	Earn Aggregate Service (Leave Earning Rates)	State Health Plan Benefits Paid by Agency (EE Only)	State Health Plan Benefits Paid by Active EE for Family	NC Flex Benefits Paid by EE	Appt Status
On leave entire 40 hours	Leave continues to accrue. Added to balance when return to work permanently.*	Yes (EE and Retirement)	Yes	Supplement only (Exception: Supplement cannot be used during A/A 9685 - Salary Continuation/Injury Leave exhaustion.)	No, may purchase when return FT	Yes	Yes	Yes	EE pays directly to vendor(s)	Perm Full/Active
Working less than 20 hours	Pro-rated, Leave continues to accrue in proportion to hours worked. Added to balance when return to work permanently.	Yes (EE and Retirement)	Yes (Prorated if applicable)	Can burn leave only for the scheduled work hours	Cannot contribute	Yes. If pro-rated, must monitor for any accrual rate changes. Requires manual update when return to work permanently.	Yes	Yes	EE pays directly to vendor(s)	Perm PT/ Active
working 20-29 hours	Pro-rated, Leave continues to accrue in proportion to hours worked. Added to balance when return to work permanently.	Yes (EE and Retirement)	Yes (Prorated if applicable)	Can burn leave only for the scheduled work hours	Cannot contribute	Yes. If pro-rated, must monitor for any accrual rate changes. Requires manual update when return to work permanently.	Yes	Yes	EE eligible to re-enroll in NC Flex Plans held prior to LOA	Perm PT/ Active
Working 30-39 hours	Pro-rated, Leave continues to accrue in proportion to hours worked. Added to balance when return to work permanently.	Yes (EE and Retirement)	Yes (Prorated if applicable)	can only burn leave for the scheduled work hours	Yes	Yes. If pro-rated, must monitor for any accrual rate changes. Requires manual update when return to work permanently.	Yes	Yes	EE eligible to re-enroll in NC Flex Plans held prior to LOA	Perm PT/ Active

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Workers' Compensation Notes:

State Health Plan

- Employer contribution will continue as long as the employee is on WC and has not been separated from employment.
- Employees on LOA WC are responsible for sending any dependent premiums and/or any employee only costs to BEST Shared Services.

Short-Term Disability Leave – Pay Status

Type of Action	Accrue Leave	Longevity Paid	Eligible for Holidays	Burn Leave	Creditable (Retirement) Service	Earn Aggregate Service (Leave Earning Rates)	State Health Plan Benefits Paid by Agency (EE Only)	State Health Plan Benefits Paid by Active EE for Family	NC Flex Benefits Paid by EE	Appt Status
On leave entire 40 hours	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	N/A	Perm Full/ Active

Short-Term Disability Leave – Pay Status Notes:

- LI Increase - Is subject to LI legislation rule.

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Short-Term Disability – Regular

Type of Action	Accrue Leave	Longevity paid	Eligible for Holidays	Burn Leave	Creditable (Retirement) Service	Earn Aggregate Service (Leave Earning rates)	State Health Plan Benefits Paid by Agency (EE only)	State Health Plan Benefits Paid by Active EE for Family	NC Flex Benefits Paid by EE	Appt Status
On leave entire 40 hours	No	Partial on front end or when they come back	No	No	Non-contributory (Agency requests reimbursement after 12-month period)	No	Yes, if receiving the STD benefit and meet the 5 yrs. Creditable service (*see Notes below)	Deduct from ST benefit (*see Notes below)	EE pays directly to vendor(s)	Perm Full/Active
Working less than 20	No	No	No	No	Non-contributory (Agency requests reimbursement after 12-month period)	No	Yes, if receiving the STD benefit and meet the 5 yrs. Creditable service (*see Notes below)	Deduct from ST benefit (*see Notes below)	EE pays directly to vendor(s)	Perm PT/Active
Working 20-29	Prorated	Based on salary at the time	Prorated (can earn it, but not burn it if ST benefit is more)	No, if receiving ST Benefit	Non-contributory (Agency requests reimbursement after 12-month period)	Yes, must work at least 1/2 working days & holidays, in pay status: account for hours scheduled	Yes, if w/in the 12-month period & meet the 5 yrs. (*see Notes below)	Deduct from ST benefit (*see Notes below)	EE eligible to re-enroll in NC Flex Plans held prior to LOA	Perm PT/Active

Type of Action	Accrue Leave	Longevity paid	Eligible for Holidays	Burn Leave	Creditable (Retirement) Service	Earn Aggregate Service (Leave Earning rates)	State Health Plan Benefits Paid by Agency (EE only)	State Health Plan Benefits Paid by Active EE for Family	NC Flex Benefits Paid by EE	Appt Status
Working 30-39	Prorated	Based on salary at the time	Prorated (can earn it, but not burn it if ST benefit is more)	No, if receiving ST Benefit	Non-contributory (Agency request reimbursement after 12-month period)	Yes, must work at least 1/2 working days & holidays, in pay status: account for hours scheduled	Yes (**see Notes below)	Deduct from ST benefit (*see Notes below)	EE eligible to re-enroll in NC Flex Plans held prior to LOA	Perm PT/Active

Short-Term Disability – Regular Notes:

- Cannot exhaust leave while receiving ST benefit for that day. EE can come back and earn leave, but not exhaust leave.
- * State Health Plan Benefits: Effective 9/1/2011, employee's in the 80/20 plan who don't pay their premium will be reduced to the 70/30 plan.
- **If working 30 hours or more, STD must be forfeited in order to be eligible for health insurance.
- LI Increase – is subject to LI legislation rule.

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Family Medical Leave Act (FMLA) – Pay Status

Type of Action	Accrue Leave	Longevity Paid	Eligible for Holidays	Burn Leave	Creditable (Retirement) Service	Earn Aggregate Service (Leave Earning Rates)	State Health Plan Benefits Paid by Agency (EE only)	State Health Plan Benefits Paid by Active EE for Family	NC Flex Benefits Paid by EE	Appt Status
On leave entire 40 hours	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	N/A	Perm Full/ Active

FMLA – Pay Status Notes:

- LI Increase – Is subject to LI legislation rule.

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Family Medical Leave Act (FMLA) – LWOP

Type of Action	Accrue Leave	Longevity paid	Eligible for Holidays	Burn Leave	Creditable (Retirement) Service	Earn Aggregate Service (Leave Earning Rates)	State Health Plan Benefits Paid by Agency (EE only)	State Health Plan Benefits Paid by Active EE for Family	NC Flex Benefits paid by EE	Appt Status
On leave entire 40 hours	No	No	No	No	No	No	Yes	Yes (*see Notes below)	EE pays directly to vendor(s)	Perm Full/ Active
Working less than 20	No	No	No	No	No	No	Yes, must notify BEST Benefits	Yes (*see Notes below)	EE pays directly to vendor(s)	Perm PT/ Active
Working 20-29	Prorated	In pay status for one-half or more regular workdays/holidays in pay period (based on current salary)	Prorated	Yes	No	Yes	Yes, must notify BEST Benefits	Yes (*see Notes below)	EE eligible to re-enroll in NC Flex Plans held prior to LOA	Perm PT/ Active
Working 30-39	Prorated	In pay status for one-half or more regular workdays/holidays in pay period (based on current salary)	Prorated	Yes	Yes	Yes	Yes	Yes (*see Notes below)	EE eligible to re-enroll in NC Flex Plans held prior to LOA	Perm PT/ Active

FMLA – LWOP NOTES:

- *State Health Plan Benefits: Effective 9/1/2011, employees in the 80/20 who don't pay their premium will be reduced to the 70/30 plan.
- LI Increase – is subject to LI legislation rule.

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Military/Return to Active Duty (RAD) Leave – Pay Status and 30 Calendar Days

Type of Action	Accrue Leave	Longevity Paid	Eligible for Holidays	Burn Leave	Creditable (Retirement) Service	Earn Aggregate Service (Leave Earning Rates)	State Health Plan Benefits Paid by Agency (EE only)	State Health Plan Benefits Paid by Active EE for Family	NC Flex Benefits Paid by EE	Appt Status
On leave entire 40 hours	Yes (Prorated for PT)	Yes (Prorated for PT)	Yes (prior to 30 days of full pay)	Yes (prior to 30 days of full pay)	Yes	Yes	Yes	Yes	N/A	Perm Full or PT/Active

Military/Return to Active Duty (RAD) (on 31st day AFTER 30 Calendar Days of Full Pay)

Type of Action	Accrue Leave	Longevity Paid	Eligible for Holidays	Burn Leave	Creditable (Retirement) Service	Earn Aggregate Service (Leave Earning Rates)	State Health Plan Benefits Paid by Agency (EE only)	State Health Plan Benefits Paid by Active EE for Family	NC Flex Benefits Paid by EE	Appt Status
On LOA-LWOP (Do not push 9400s because it will stop longevity pay)	Yes (Prorated for PT)	Yes (Prorated for PT)	No	No	Yes	Yes	Yes, 30 days from date of military orders or end of the month after exhaustion of the 30 calendar days	Yes	EE pays directly to vendor(s)	Perm Full or PT/Active

Military RAD Notes:

- State Duty – the State continues to pay for health coverage for National Guard.
- Federal Active Duty – the State will pay for health coverage while exhausting leave and for at least 30 days from the date of active service.
- LI Increase – Is subject to LI legislation rule.

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Extended Military – Extended Active Duty and Other Military LWOP

Type of Action	Accrue Leave	Longevity Paid	Eligible for Holidays	Burn Leave	Creditable (Retirement) Service	Earn Aggregate Service (Leave Earning Rates)	State Health Plan Benefits Paid by Agency (EE Only)	State Health Plan Benefits Paid by Active EE for Family	NC Flex Benefits Paid by EE	Appt Status
On LOA-LWOP	No	Prorated (balance paid when EE returns and completes a full year)	No	No	Yes, Non-contributory (must apply for it)	Yes (if reinstated within the time limits)	Yes, 30 days from date of active service	No	EE pays directly to vendor(s)	Perm Full or PT/Active

Extended Military Notes:

- State Duty – the State continues to pay for health coverage for National Guard.
- Federal Active Duty – the State will pay for health coverage while exhausting leave and for at least 30 days from the date of active service.
- LI Increase – Is subject to LI legislation rule.

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