

QUICK REFERENCE GUIDE

IMPACT OF LEAVE ON BASIC BENEFITS – CLASSIFIED EMPLOYEES¹

TYPE OF LEAVE	HEALTH INSURANCE		LIFE INSURANCE*		457 PLAN & CASH MATCH*	RETIREMENT*	
	Coverage - Duration	Payment	Coverage - Duration	Payment		PLAN 1, PLAN 2, OR HYBRID DEFINED BENEFIT COMPONENT*	HYBRID DEFINED CONTRIBUTION COMPONENT OR ORP*
Educational Leave With Pay	<p>Provided that at least half pay is given, health coverage continues for up to 24 months.</p> <p>If less than half pay is given, then extended coverage must be offered.</p>	<p>Agency pays its part of premium and employee is responsible for his or her portion of the premium.</p> <p>Agency contribution ends at the end of the month during which pay is reduced.</p>	<p>Coverage continues for a maximum of 24 months.</p>	<p>Agency pays the premium.</p>	<p>457 deferrals allowed from compensation and cash match; applies if eligible deferral is made.</p> <p>No distribution allowed unless unforeseeable emergency withdrawal approved.</p>	<p>Provided that employee is receiving at least ½ pay, contributions continue and employee earns creditable compensation and service.</p>	<p>Provided that employee is receiving at least ½ pay: Contributions continue for ORP Plan 1 and ORP Plan 2. Mandatory and voluntary contributions continue to the Hybrid.</p> <p>No distribution allowed.</p>
Educational Leave <u>Without</u> Pay	<p>Continues through the end of the month in which LWOP begins. If employee returns the following month and works at least ½ of the workdays in the month, coverage will</p>	<p>Employee pays full premium.</p>	<p>Coverage continues for a maximum of 24 months.</p>	<p>Agency pays the premium.</p>	<p>No 457 deferral allowed. No cash match received.</p> <p>No distribution allowed unless unforeseeable emergency withdrawal approved.</p>	<p>Retirement contributions cease and no creditable compensation or service is provided.</p> <p>If agency certifies approved leave, may purchase service credit upon return.</p>	<p>No contributions made for ORP Plan 1, ORP Plan 2 or Hybrid; no contribution make-up upon return.</p> <p>No distribution allowed.</p>

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	[PAID OR UNPAID]	Coverage - Duration	Payment	Coverage - Duration		Payment	PLAN 1, PLAN 2, OR HYBRID DEFINED BENEFIT COMPONENT*
	not lapse. Coverage may be granted up to 24 months.						
Family & Medical Leave <u>Paid and/or Unpaid</u>	Continues during FMLA period. Extended coverage must be offered at the end of the FMLA approved period if the employee does not return to work.	Agency pays employer's portion of premium for duration of FMLA leave. Employee pays his/her portion. Employee pays entire premium.	Coverage continues.	Agency pays life insurance premiums as long as employee is using paid annual or sick leave. Agency pays for up to 12 weeks if employee is on FMLA approved LWOP.	If employee is paid, 457 deferral allowed up to 100% of compensation or annual limit if less. Cash match provided if eligible deferral amount made. If employee is <u>not paid</u> , no 457 deferral allowed and no cash match is payable. No distribution allowed unless unforeseeable emergency withdrawal emergency approved.	For periods of unpaid FMLA, retirement contributions cease and no creditable compensation or service is provided. If employer certifies approved leave was for the birth or adoption of a child, employee may be eligible to purchase the service upon return to covered employment. For periods of paid FMLA, retirement contributions continue and employee earns creditable compensation and service.	For periods of unpaid FMLA no contributions made to ORP Plan 1, ORP Plan 2 or Hybrid: no contribution make-up upon return. No distribution allowed. For periods of paid FMLA, contributions made to ORP Plan 1 and ORP Plan 2. Mandatory and voluntary contributions required for Hybrid. No distribution allowed.
Leave With Pay (Earned annual, sick, overtime, compensatory etc. Holidays, Emergency	Continues.	Agency pays employer portion of premium. Employee pays his/her portion of	Coverage continues.	Agency pays the premium.	457 deferral allowed up to 100% of actual compensation or annual limit if less and cash match if eligible. No distribution allowed unless	Contributions continue and employee earns creditable compensation and service.	Contributions continue to ORP Plan 1 and ORP Plan 2. Mandatory and voluntary contributions continue to the Hybrid. No distribution allowed.

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Closings, Civil and Work-Related Leave, School and Volunteer Service Leave, etc.)		premium.			unforeseeable emergency withdrawal emergency approved.		
Layoff - Leave Without Pay	Continues up to 12 months while employee is in LWOP-Layoff status. Extended coverage must be offered following the 12 month period or if the coverage terminates prior to that. (e.g., for failure to pay premium)	Agency pays employer portion of premium. Employee pays his/her portion of premium.	Coverage continues for 12 months.	Agency makes full contribution unless employee withdraws VRS funds.	No 457 deferral allowed and no cash match allowed. Distribution is allowed after the required break in service is met.	Contributions cease and no creditable compensation or service is provided. In lieu of being placed on LWOP- layoff and receiving severance pay, health insurance, and life insurance, an employee may elect to use total value of severance benefits to purchase credits to be used in the calculation of their VRS retirement benefit. (Employees must meet age and service qualifications for their plan and retire on an immediate annuity). If employee does not retire and withdraws his/her defined benefit member contribution account, the employee	Contributions cease and no creditable compensation or service is provided. In lieu of being placed on LWOP- layoff and receiving severance pay, health insurance, and life insurance, an employee may elect to use total value of severance benefits to purchase credits to be used in the calculation of their VRS retirement benefit. (Employees must meet age and service qualifications for their plan and retire on an immediate annuity). If employee does not retire and withdraws their defined benefit member contribution account the employee severs all

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						severs all employment related ties and all severance benefits cease.	employment related ties and all severance benefits are lost.
Medical Leave Without Pay [TRADITIONAL SICK LEAVE PROGRAM ONLY] <i>May be granted on a conditional or unconditional basis.</i>	Continues for up to 12 months if Disability Certificate is submitted. If disability is not documented, employee is placed on LWOP- Personal and coverage continues for up to six months. Extended coverage must be offered when coverage is lost due to the qualifying event	Agency pays employer portion of premium if disability is documented. Employee pays his/her portion of premium. Agency pays nothing if disability is not documented.	Coverage continues while on personal leave up to six months.	No contributions are made by the agency. Employee pays the premium.	No 457 deferral allowed and no cash match payable. No distribution allowed unless unforeseeable emergency withdrawal emergency approved.	Contributions cease and no creditable compensation or service is provided. If agency certifies LWOP was due to the birth or adoption of a child, service may be purchased.	No contribution made for ORP Plan 1, ORP Plan 2 or Hybrid. No distribution allowed.

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	(reduction of hours).						
Military Leave With Pay	Continues during paid leave.	Agency pays employer portion of premium. Employee pays his/her portion of the premium.	Coverage continues.	Agency pays the premium.	457 deferral allowed and cash match. No distribution allowed unless unforeseeable emergency withdrawal emergency approved.	Contribution continues and employee earns creditable compensation and service.	Contributions continue to ORP Plan 1 and ORP Plan 2. Mandatory and voluntary contributions continue to Hybrid. No distributions allowed.
Military Leave Without Pay	Employees and covered family members may continue coverage for up to 24 months per provisions of USERRA. Extended coverage must be offered when coverage is lost due to the qualifying event (reduction of hours) and generally runs concurrently with the USERRA benefit.	Agency pays employer portion of premium for up to 24 months. Employee pays his/her portion of premium.	Coverage continues for a maximum of 24 months. After 24 months, the employee may convert to an individual life insurance policy.	Agency pays the premium. Employee pays the entire premium.	While on military leave without pay, no 457 deferrals can be made and no cash match paid. Upon returning to employment under the provisions of USERRA, 457 deferrals and eligible cash match may be made up. Distribution is allowed after the required break in service is met.	Contributions are discontinued for the time employee is on LWOP. Employee may be given service credit at no cost upon return from active duty.	ORP Plan 1, ORP Plan 2 and Hybrid contributions cease. Upon returning to employment under the provisions of USERRA, Hybrid DC or ORP contributions may be made up and eligible match received. Distribution is allowed after the required break in service is met.

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	However, qualified beneficiaries may exercise their individual rights to Extended Coverage.						
Personal Leave Without Pay [LWOP – Personal may be granted on a conditional or unconditional basis.]	Continues for up to 6 months. Extended coverage must be offered when coverage is lost due to the qualifying event (reduction of hours)	Agency pays nothing. Employee pays full premium.	Coverage continues up to 12 months.	No contributions are made by the agency.	No 457 deferral allowed and no cash match. No distribution allowed unless unforeseeable emergency withdrawal emergency approved.	Contributions cease and no creditable compensation or service is provided.	Contributions cease for ORP Plan 1, ORP Plan 2 and Hybrid. No distribution allowed.
Long-Term Disability - Working	Continues during LTD-W status.	Agency pays employer portion of premium. Employee pays his/her portion of the premium. If employee's wages do not cover the employee's	Coverage continues.	No premiums are paid by agency.	457 deferral allowed on compensation earned. Cash match payable if eligible deferral is made. No distribution allowed unless unforeseeable emergency withdrawal approved.	Employee earns service and creditable compensation credit (based on pre- disability income). No employee contribution is required.	Not applicable to ORP Plan 1 and ORP Plan 2. Hybrid contributions cease however if employee is totally and permanently disabled, employer will make the 1 percent employer contribution. No distribution allowed.

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		portion of the health insurance premium, (s)he may pay the agency by personal check.					
Long-Term Disability – Non-Working	LTD participant must enroll in the VRS group healthcare plan within 31 days of losing coverage based on current employment. Extended coverage must be offered when coverage is lost due to the qualifying event (reduction of hours).	Agency pays nothing. LTD participant pays full premium and is billed directly by the carrier.	Coverage continues.	No premiums are paid by agency.	No 457 deferral allowed and no cash match. Distribution is allowed after the required break in service is met. Participant must be coded by employer as having a “severance of employment.”	Contributions cease, employee earns creditable compensation and service.	Not applicable to ORP Plan 1 or Plan 2. Hybrid contributions cease however if employee is totally and permanently disabled, employer will make the 1 percent employer contribution.
Short-Term Disability (including STD – Working)	Continues during STD or STD-W status.	Agency pays employer portion of premium. Employee pays his/her	Coverage continues.	Agency will continue to pay life insurance premiums.	457 deferral allowed and cash match up to 100% of actual compensation or annual limit if less. No distribution allowed unless	Employee makes contribution and employee earns creditable compensation and service provided	Not applicable to ORP Plan 1 and ORP Plan 2. Hybrid contributions continue unless member is on work related short

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		portion of premium for the duration of the STD (up to 125 work days)			unforeseeable emergency withdrawal emergency approved.	employee is not receiving only a workers' compensation benefit. If on work related short term disability and receiving only a workers compensation benefit, contributions cease. Service missing due to being on work-related short-term disability receiving only a workers compensation benefit may be eligible for purchase.	term disability receiving only a workers compensation benefit. If on work related disability receiving only a workers compensation benefit and the employee is permanently and totally disabled contribution cease except for the 1 percent mandatory employer contribution.
Temporary Reduction of Workforce	Continues.	Agency pays employer portion of premium. Employee pays his/her portion of the premium.	Coverage continues.	Agency pays the premium.	457 deferral allowed out of any compensation earned up to 100% of actual compensation or annual limit if less. Cash match paid if eligible deferral is made. No distribution allowed unless unforeseeable emergency withdrawal emergency approved.	Contributions cease and no creditable compensation or service is provided.	Contributions cease for ORP Plan 1, ORP Plan 2 and Hybrid. No distributions allowed.
Workers' Compensation (non-VSDP)	Continues based on employee's participation in	Other healthcare issues follow either the	Coverage continues for 12 months.	Agency makes full contribution.	No 457 deferral allowed and no cash match. No distribution allowed unless	If employee receiving only workers compensation payments,	ORP Plan 1, ORP Plan 2 and Hybrid: If employee receiving

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	VSDP or Traditional Sick leave program. Workers' Compensation, not the health benefits plan, covers services related to Workers' Compensation approved conditions.	VSDP Program or the Traditional Sick Leave program.			unforeseeable emergency withdrawal emergency approved.	contributions cease and no creditable compensation or service is provided. Employee may be eligible to purchase this service If employee receiving payments over and above workers compensation, contribution continues and employee earns creditable compensation and service.	only workers compensation payments contributions cease. If employee receiving payments over and above workers compensation, contribution continues. No distribution allowed.

***Refer questions to VRS**

Notes:

Optional Life: An employee who participates may continue coverage provided (s)he is eligible for continuation of basic group and continues to pay for the coverage. If coverage is not continued, the employee may have optional life insurance reinstated upon return to employment.

Optional Retirement Plans: Political Appointees and certain college/university faculty/staff are eligible to participate in defined contribution plans administered by VRS.

For detailed information: Consult DHRM and VRS policies, manuals, and handbooks at <http://www.dhrm.virginia.gov> or <http://varetire.org>.

¹ Employees covered by the Va. Personnel Act only as defined in Policy 2.20, Types of Employment.