This summary describes the effect of a sabbatical leave or difference-in-pay leave on health, dental and vision insurance and retirement benefits. Because employees remain in pay status during these types of leaves and payroll deductions continue, such benefits are, by and large, unaffected. However, employees should be aware of certain options available to them.

The following summary does not apply to benefits during leaves of absence without pay. The information contained therein summarizes our understanding of the provision of applicable laws and Memoranda of Understanding (MOU) for collective bargaining units currently in effect, and may be superseded by revisions of these laws or the MOU.

**Health, Dental, and Vision Insurance:** Membership in the State group coverage with the full State’s contribution toward premiums will continue unchanged during the leave. Employees who are enrolled in a service-area-limited health/dental plan (all HMO’s and PERS Select PPO) and who will be moving out of the plan’s service area during the leave should change to another plan with coverage more appropriate to their temporary residence location, and may change back to their original plan within 60 days of their return to their permanent address. Please contact a Human Resources Benefits Analyst at (805) 756-5436 for details on your specific plan.

Other changes in coverage – open enrollment changes, addition or deletion of dependents, etc. – may be accomplished under normal deadlines and procedures during a paid leave.

**California Public Employees’ Retirement System (CalPERS):** Sabbatical leaves at less than full salary and difference-in-pay leaves result in the accrual of less than full retirement service credit for the duration of the leave (PERS Law, Section 21008). Upon return to campus, employees may request to purchase full service credit for the period of leave by contributing the additional amount they would have contributed toward CalPERS had they been working full time, and the additional amount that the University would have contributed, plus any interest that these funds would have earned from CalPERS prior to the time the employee deposits the funds with CalPERS.

The procedure for requesting cost information for the purchase of full service credit is as follows:

1) Complete the Request for Service Credit Cost Information - Leave of Absence (PERS-MSD-371) form. The form is available on the CalPERS website at [https://www.calpers.ca.gov/](https://www.calpers.ca.gov/) on the Forms & Publications page. Mail the completed form to CalPERS at:

   CalPERS Member Account Management Division  
P.O. Box 4000  
Sacramento, CA  95812-4000  
(888) 225-7377

2) CalPERS will compute the costs of this service credit and notify you through an election form which indicates the costs of purchasing the service credit and offers lump-sum or installment methods of payment.

3) The election form must be signed and returned to CalPERS within the stated deadline if you wish to purchase the service credit.

This cost information may be requested more than once, at any time prior to retirement. For more information, please request the booklet “A Guide to Your CalPERS Service Credit Purchase Options” from Human Resources, or visit the CalPERS website at [https://www.calpers.ca.gov/](https://www.calpers.ca.gov/)

**GRIF and department heads/chairs:** Grant-related instructional faculty (GRIF) and department heads/chairs (whether 12-month or AY) must be converted to instructional faculty positions for the duration of leave. 12-month classifications will remain on 12-month status (including instructional faculty, librarians and counselors).

**Pay Periods and Sick Leave Accrual:** Pay periods affected by a sabbatical or difference-in-pay leave are listed below. Sick leave accrual is not affected by a sabbatical or difference-in-pay leave, and will continue at the rate of 8 hours per month.

**Quarter of Leave** | **Pay Periods Affected**
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Fall | September – October – November – December
Winter | January – February – March – August
Spring | April – May – June – July

If you have any questions about your benefits, please call the Human Resources office at (805) 756-2236.

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