Policy 4.76
Seasonal

Responsible Official: VP for Human Resources
Administering Division/Department: Leaves of Absence
Effective Date: March 30, 2007
Last Revision Date: October 11, 2017

Policy Sections:
I. Overview
II. Applicability
III. Policy Details
IV. Definitions
V. Related Links
VI. Contact Information
VII. Revision History

Overview

A regular employee working at least 20 hours per week may be placed on a seasonal leave without pay for a period not to exceed 90 calendar days when there is a break in active employment due to lack of available work. An employee who is on seasonal leave shall have the option to use his/her accrued unused vacation leave, holiday hours or floating holidays, or take leave without pay during this period.

Applicability

n/a

Policy Details

PROVISIONS
At the end of the seasonal leave, the employee is expected to return to work. No break in service will be considered to have occurred. When the employee returns to work before or on the expiration of the leave, all accrued unused leave balances will be reactivated.

Credit for previous eligible service will be retained in determining leave accrual rates; however, any period of leave without pay will not be counted when determining total length of service for leave accrual purposes.

**BENEFITS**

**Health, Dental, Life, and BeneFlex Plans**

If an employee chooses not to continue participation while on unpaid leave, the employee must notify Human Resources, Benefits to cancel the coverage. If the employee returns to work in an eligible status, the employee has thirty-one (31) days to reinstate coverage.

If an employee on leave does not pay the required contributions, coverage will be canceled for non-payment.

**Retirement Plan/ Disability Insurances**

Eligibility for retirement contributions and long- and short-term disability insurance will cease during unpaid seasonal leave.

**Courtesy Scholarship/Tuition Reimbursement Programs**

Eligibility for participation in the Courtesy Scholarship or Tuition Reimbursement programs will continue during a seasonal leave.

**UNEMPLOYMENT INSURANCE BENEFITS**

An employee on seasonal leave is not eligible for unemployment insurance benefits because there is an expected return to work date.

**Definitions**

n/a

**Related Links**

- Current Version of This Policy: [http://policies.emory.edu/4.76](http://policies.emory.edu/4.76)

**Contact Information**

<table>
<thead>
<tr>
<th>Subject</th>
<th>Contact</th>
<th>Phone</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>Director, Employee Relations</td>
<td>Jeanne Thigpen</td>
<td>(404) 727-7644</td>
<td><a href="mailto:persjdt@emory.edu">persjdt@emory.edu</a></td>
</tr>
</tbody>
</table>
Revision History

- Version Published on: Oct 11, 2017
- Version Published on: Oct 05, 2012
- Version Published on: Jun 22, 2012
- Version Published on: Jun 21, 2007 (Original Publication)