

# Supervisor's Extended Leave Checklist

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- Review and understand the impacts of the **Extended Leave program**. Resources can be found on the [HR website](#)
- Schedule meetings** with each of your affected employees to discuss the extended leave program and expectations:

## *Process*

- Ensure the employee understands the impact of the Extended Leave program. Refer them to the [HR website](#) or to the Human Resource office with any questions.
- Discuss the inability to use leave time** (sick/vacation/personal days) during the extended leave timeframe.
- Explain that their **vacation and sick time** will not accrue during the extended leave. Employees on LWOP will not receive **PERS and ORP contributions**.
- Explain that 3/5% employee premium for **health insurance benefits** will be paid for them. They will be responsible for any optional benefits. Human Resources can assist with questions in this area.
- No **time sheets/leave reports** are required for employees on extended leave.

## *Work Plan*

- Discuss any **work or responsibilities** that should be managed while the employee is on extended leave.
- No work during extended leave**. Explain that no work is to be conducted during the extended leave, including work-related phone calls or emails. Suggest that employees post their leave time in an "out of office" response, and/or voice mail.