

Appendix 2
Benefit and Employment Status During Leaves of Absence

	Volunteering	Military Leave	Unpaid Personal Leave	Health Service Leave	Educational Leave	Professional Work Experience	Election To State Legislature
Duration of Leave	Up to 10 consecutive days per calendar year	Based on duration of active duty.	Up to 6 months	Up to 12 months	Up to 24 months	Up to 12 months	Completion of legislative session
Years of Service (Seniority) retained	Yes	Yes	Yes	Yes	Yes	Yes	Yes
Required to use CTO during Leave	No	No	CTO must be used before taking leave	No	No	No	No
Required CTO Cash Out while on Leave	No	No	CTO must be used before taking leave	Yes, if leave is more than 30 days	Yes, if leave is more than 30 days	Yes, if leave is more than 30 days	No
Retain ESB Bank while on Leave	Yes	Yes	Yes, if leave is 30 days or less. Bank is lost on 31 st day.	Yes, if leave is 30 days or less. Bank is lost on 31 st day.	Yes, if leave is 30 days or less. Bank is lost on 31 st day.	Yes, if leave is 30 days or less. Bank is lost on 31 st day.	Yes
Retain Life and Short Term and Long Term Disability coverage while on Leave	Yes	Yes, if leave is 30 days or less. Coverage ends on 31 st day.	Yes, if leave is 30 days or less. Coverage end on 31 st day.	Yes, if leave is 30 days or less. Coverage end on 31 st day.	Yes, if leave is 30 days or less. Coverage end on 31 st day.	Yes, if leave is 30 days or less. Coverage end on 31 st day.	Yes
Retain Medical, Dental, Vision and Reimbursement Accounts while on Leave	Yes	Yes, if leave is 30 days or less. Coverage ends first of month following end of 30 day leave period.	Yes, if leave is 30 days or less. Coverage ends first of month following end of 30-day leave period.	Yes, if leave is 30 days or less. Coverage ends first of month following end of 30-day leave period.	Yes, if leave is 30 days or less. Coverage ends first of month following end of 30-day leave period.	Yes, if leave is 30 days or less. Coverage ends first of month following end of 30-day leave period.	Yes
Retain 403(b) contributions while on leave	Yes	Yes, only if CTO is used.	No.	Yes only if CTO is used.	Yes only if CTO is used.	Yes only if CTO is used.	Yes only if CTO is used.
COBRA Benefits while on leave	No	Yes, beginning first of month following 30 day leave period.	Yes, beginning first of month following end of 30-day leave period	Yes, beginning first of month following end of 30-day leave period	Yes, beginning first of month following end of 30-day leave period	Yes, beginning first of month following end of 30-day leave period	No
Job Held while on leave	Yes	Yes, if leave is 30 days or less.	Yes, if leave is 30 days or less	Yes, if leave is 30 days or less	Yes, if leave is 30 days or less	Yes, if leave is 30 days or less	Yes, same or comparable job within cost center
Job Re-filled while on leave	No	Yes, if leave is 30 days or more.	Yes, if leave is 31 days or more	Yes, if leave is 31 days or more	Yes, if leave is 31 days or more	Yes, if leave is 31 days or more	No
Returned to same or comparable position upon return	Not Applicable	Yes	Yes, if leave is 30 days or less	Yes, if leave is 30 days or less	Yes, if leave is 30 days or less	Yes, if leave is 30 days or less	Yes, in same cost center
Go through re-hire process to return to work	Not applicable	No, required to place in same or comparable job within 5 years.	Yes. If leave is 31 days or more first preference for vacant positions for which the employee is qualified.	Yes. If leave is 31 days or more first preference for vacant positions for which the employee is qualified.	Yes. If leave is 31 days or more first preference for vacant positions for which the employee is qualified.	Yes. If leave is 31 days or more first preference for vacant positions for which the employee is qualified.	Not applicable