

## FAQs

### *What is the Budgetary Voluntary Leave Program (BV-Leave)?*

This is a program for employees to take voluntary leave without pay to assist with the current budgetary shortfall. All non-faculty employees in a leave-accruing position are eligible to apply. Employees wishing to participate must:

- Apply for and be approved to participate
- Request a specific number of hours of unpaid leave to be taken during the fiscal year (7/1/09 – 6/30/10)
- Schedule days to take leave with supervisor approval (similar to taking vacation leave)

### *How do I sign up for the Budgetary Voluntary Leave Program (BV-Leave)?*

Complete the Request for Budgetary Voluntary Leave Without Pay and submit the application form to Human Resources by July 15, 2009 if possible. <http://www.cwu.edu/~hr/incentive/application.doc>

Your supervisor and appointing authority will be asked to approve your participation, and you will receive a letter from HR telling you whether participation was approved. A bank of BV-Leave will be established for your use that is similar to your vacation or sick, except that BV-Leave is unpaid. Your paycheck will be reduced for the pay periods you take BV-Leave. Keep this in mind for your personal budget, especially if you have automatic deductions taken from your paycheck for credit union loan payments. HR will work with each employee to minimize the impact.

### *Are there a minimum and maximum number of hours I can sign up for?*

There is no minimum number of hours that may be requested for the year. The maximum number of hours depends on whether you are full or part-time and how you would disperse the leave taken over the year. It is important that your paid time not drop below 50% of full time for at least nine months of the year, in order to maintain benefit eligibility.

### *Will participation in the BV-Leave Program affect my medical and dental insurance?*

Your insurance coverage will continue as long as your job remains at least 50% of full time for at least 9 months of the year. If you will be on BV-Leave for a full pay period (i.e. December 16 – 31), please contact the benefits office in advance to make arrangements to pay your share of insurance premiums from a paycheck prior to your period of leave.

### *Will participation in the BV-Leave Program affect my vacation or sick leave accruals?*

PSE and WFSE members in pay status at least 80 non-overtime hours in a calendar month continue to accrue vacation and sick leave. This requirement is prorated for part-time employees.

Exempt staff members who do not exceed 80 hours of leave without pay in a calendar month continue to accrue vacation and sick leave. This requirement is prorated for part-time employees.

Non-represented classified staff who do not exceed ten working days of leave without pay in a month continue to accrue vacation and sick leave. This requirement is prorated for part-time employees.

For all employees: Don't forget to use vacation leave to ensure that vacation balances do not exceed 240 hours on the anniversary date, or those hours in excess of 240 will be lost.

### *Will participation in the BV-Leave Program affect my seniority date?*

WFSE members taking less than 80 consecutive hours of leave without pay will not have their seniority date adjusted.

PSE members will not have their seniority date adjusted.

Non-represented classified staff taking 80 or fewer hours of leave without pay in a month will not have their seniority date adjusted.

### *Will participation in the BV-Leave Program affect my eventual Retirement Income?*

For members of PERS, TRS and LEOFF members (most classified staff), as long as you average at least 90 hours of paid time in at least nine months of the year (9/1 – 8/31), taking unpaid leave under the BV-Leave program will not affect your eventual retirement income.

- The amount of your retirement income is based on your “Years of Service Credit” and your “Average Final Compensation.”
- As long as your paid time averages at least 90 hours per month in at least 9 months of the year (9/1 – 8/31), you will accrue a full “Year of Service Credit” toward retirement.
- Your “Average Final Compensation” is your highest consecutive salary for 24 months under Plan 1, or 60 months under Plan 2 or 3. Any reduction in pay under the BV-Leave Program between 7/1/2009 and 6/30/2011 will not reduce your “Average Final Compensation” for retirement income calculation.

For members of the CWU Retirement Plan (most exempt), the reduction in pay resulting from any unpaid leave would reduce the contributions you make to your retirement plan, as well as the university matching contributions.

### *Can I check my e-mail or phone for messages or do a little catch-up work while I'm on BV-Leave? What if I just take a quick peek at my e-mail from home?*

Employees, whether civil service or exempt, should not be performing work related duties while on official BV-Leave.

### *When can I take the leave?*

Just as with other leave, the dates of absence must be coordinated with and approved by your supervisor in advance. Taking BV-Leave will reduce your pay check for the period the leave is taken. The leave may be taken in large blocks of time or interspersed. For example, an individual may take one day off, using half a day of vacation leave and half a day of unpaid BV-Leave. There is no requirement to take vacation or personal holiday prior to taking this leave.

### *How will use of BV-Leave affect my holiday eligibility?*

The rules governing holiday eligibility remain in place

- Non-represented classified staff has to be in pay status for the entire work shift preceding the holiday
- Exempt staff and WFSE and PSE members have to be in pay status the day before the holiday

If you have questions, contact your HR Representative for specifics regarding your eligibility status for specific holidays.

### *What if I sign up for the BV-Leave Program and later change my mind?*

You will need to contact Human Resources to be removed from the Program and have your remaining BV-Leave leave balance inactivated.

### *Who should I contact if I have questions about the Budgetary Voluntary Leave Without Pay Program?*

Contact your Human Resource Representative, call (509) 963-1202 or email [humanres@cwu.edu](mailto:humanres@cwu.edu).

### *I am currently a cyclic employee, if I request to take voluntary leave without pay, is this in addition to my cyclic leave?*

Yes, BV-Leave would be in addition to your regular cyclic leave.