



Policy 1.65, Temporary Workforce Reduction Chart of Benefits

Status of Benefits	Reduced Schedule	Not Working
Healthcare	Continue employer paid contribution for premium	Continue employer paid contribution. Employee must pay employee portion of premium to continue benefit
Service Credit for Retirement	- Agency and employee contribution based on temporarily reduced salary rate - Retirement Service credit continues. Hybrid Plan members may adjust voluntary contributions on monthly rather than quarterly basis.	- No retirement contributions are made, and employees do not earn service credit for periods of no earnings - EXCEPTION: Full contributions made for employees receiving STD benefits. Retirement service received while on STD or LTD
Group Life Insurance	- Benefit continues - Benefit is based on the reduced salary	- Benefit continues - Benefit is based on the reduced salary
Optional Life Insurance	Agency continues deductions of premiums	Employee must continue premium payments
Payroll Deductions	Deductions continue	- Non-VSDP - No payroll deductions - VSDP – Deductions continue from any benefit received
Annual Leave	- Accrual pro-rated based on hours worked in pay period - Cannot use leave to receive 100% pay - May use leave to cover absence only during scheduled work hours	- No accruals - Balance retained until reinstated from TWFR - Above maximum carryover allowed if TWFR leave extends into new leave year - Cannot use leave during non-working status
Traditional Sick Leave	- Accrual pro-rated based on hours worked in pay period - Cannot use leave to receive 100% pay - May use leave to cover absence only during work hours.	Balance retained until reinstated from TWFR
VSDP Leave	- Leave credited on January 10 is based on part- time status - The difference between full-time and part-time leave is credited when reinstated to full-time. - Cannot use F/P or SL to receive 100% pay	- Balances retained until reinstated from TWFR EXCEPTION: If TWFR continues through January 10, old balances expire. Leave for next year is credited when employee is reinstated from TWFR - Cannot use F/P or SL during non-working status
Holiday Leave	Receive holiday pay or compensatory time for the number of work hours scheduled for that day	Ineligible for holiday pay or leave



Compensatory Leave	- May be used to cover absences only during scheduled work hours - Balance retained	- Expiring balances may be extended to reflect TWFR absence; or - Pay out in lump sum. - At agency discretion, balance may be retained
Overtime Leave	- Balance retained - May be used to cover absences only during scheduled work hours	Balance retained
Recognition Leave	- Balance retained - May be used to cover absences only during scheduled work hours.	At agency discretion: - Balance may be retained - Expiring balances may be extended to reflect TWFR - absence; or - Pay out in lump sum
Probationary Period	Continues, no extension	Extended by time subject to TWFR
VSDP Short-term and Long-Term Working Disability	- Disability benefit continues - May not use annual, compensatory, overtime, or recognition leave to income replacement to restore salary to 100%	- Disability benefit continues - May not use annual, compensatory, overtime, or recognition leave to restore to 100% income replacement
Disability Credits	Employee may use in 8-hour increments when on STD or LTD-Working status	Employee may use in 8-hour increments when on STD or LTD-Working status
Workers' Compensation	- Non-VSDP – Workers' Compensation benefit continues - Agency supplement ceases - VSDP- Workers' Compensation and VSDP disability benefits continue	- Non-VSDP – Workers' Compensation benefit continues - Agency supplement ceases - VSDP- Workers' Compensation and VSDP disability benefits continue
Leaves of Absence with Pay	Employees who are on Family and Medical Leave of other Leaves of Absence with Pay, including absences for illness or disability, are considered active employees. If their positions are identified for TWFR, they will be notified and provided appropriate benefits	Employees who are on Family and Medical Leave of other Leaves of Absence with Pay, including absences for illness or disability, are considered active employees. If their positions are identified for TWFR, they will be notified and provided appropriate benefits
Service Credit for Annual Leave and/or VSDP	Employee continues to receive full service credit	Employees continue to receive full-service credit
Unemployment Benefits	- May be eligible - Contact the Virginia Employment Commission	- May be eligible - Contact the Virginia Employment Commission