



Leave of Absence/Back to Work

Please print. • See next page for instructions.

SECTION A - EMPLOYEE AND PAYROLL INFORMATION

Social Security Number or Member ID _____

Date of Birth _____

Name (last/first/middle) _____

Employee Classification

- General State Employee Elected State Official Judge Legislator
 Administrative Law Judge or Legal Advisor Legislative Clerk

Agency Information

Department # _____ Agency/Division # _____ Org./Section # _____

Previous Gross Salary Include shift differential if applicable (check one)

- Semi-Monthly \$ _____ Full Month \$ _____

Returning Gross Salary Include shift differential if applicable (check one)

- Semi-Monthly \$ _____ Full Month \$ _____

SECTION B - ILLNESS OF EMPLOYEE (PARTIAL OR UNPAID LEAVE ONLY)

Reason for Leave of Absence (check one)

- Illness FMLA
 Worker's Compensation Case No. _____

Effective date of leave _____/_____/_____

Last payroll will be _____/_____/_____

Dates of Unpaid Leave

Hours of Unpaid Leave

Payroll Cycle

Dates of Unpaid Leave	Hours of Unpaid Leave	Payroll Cycle
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

SECTION C - FMLA ILLNESS OF FAMILY MEMBER (UNPAID LEAVE ONLY)

Reason for Leave of Absence (check one)

- 12 Week FMLA Leave
 26 Week FMLA Military Care Giver Leave

Effective Date of FMLA _____/_____/_____

SECTION D - OTHER UNPAID LEAVES OF ABSENCE

Reason for Leave of Absence (check one)

- Layoff Military
 Other (please specify) _____

Effective date of leave _____/_____/_____

Last payroll will be _____/_____/_____

SECTION E - BACK TO WORK

Effective date of return _____/_____/_____ First payroll following date of return will be _____/_____/_____

SECTION F - EMPLOYER INFORMATION

Signature _____

Date _____

Email Address _____

Phone Number _____

Instructions for Completing

Leave of Absence/Back to Work

MOSERS must be notified of an approved leave of absence to ensure that no break in service occurs when a member is off payroll. An approved leave of absence does not guarantee a member will receive creditable service for the period of time on leave. The form must be signed by the payroll/personnel representative dated, and submitted to MOSERS in a timely manner so members do not fall behind on direct bill payments. Additionally, this form must be completed when the member returns to work to remove him/her from direct bill status. Steps for completing this form are outlined below.

1. Complete employee and payroll information in Section A.
2. Provide reason for leave of absence, effective dates, and payroll information in appropriate Section B, C, or D.
 - Types of leave are provided in the chart below.
3. Remove member from direct bill status and notify MOSERS of employee's return to work in Section E.
4. Sign and date Section F.
5. Return completed form to MOSERS.

Types of Leave	
Medical Leave for Member	<ul style="list-style-type: none">• The member can earn up to one year of creditable service for retirement.• The member can keep basic life, optional life, and long-term disability (LTD) insurance coverage for up to one year if the member pays the premiums.
Workers' Compensation	<ul style="list-style-type: none">• The member can earn up to one year of creditable service for retirement.• Basic life insurance will be paid by the agency if the member is receiving workers' compensation benefits, otherwise, the member can keep basic and optional term life insurance coverage for up to one year if the member pays the premiums.• LTD insurance will be paid by the agency if the member is receiving workers' compensation benefits. Otherwise, the member can keep LTD insurance coverage for up to one year if the member pays the premiums.
Family Leave for Family Member (as of 8/28/02)	<ul style="list-style-type: none">• The member earns service credit up to 12 weeks.• The member can keep basic life, optional life, and LTD insurance coverage for up to one year if the member pays the premiums.
Layoff	<ul style="list-style-type: none">• The member does not earn creditable service.• The member can keep basic life, optional life, and LTD insurance coverage for up to one year if the member pays the premiums.
Military Leave	<ul style="list-style-type: none">• The member can earn creditable service for active duty, but not until the DD214 is submitted to MOSERS & USERRA compliance is verified.• The member can keep basic and optional term life insurance coverage for the duration of deployment by paying the premiums.• LTD benefits may be retained for up to one year by paying the premiums.• A valid proof document will be required.
Leave Other	<ul style="list-style-type: none">• The member does not earn creditable service.• The member can keep basic life, optional life, and LTD insurance coverage for up to one year if the member pays the premiums.