



STATE OF RHODE ISLAND AND PROVIDENCE PLANTATIONS
Department of Administration
Division of Human Resources

Employee Leave of Absence
Important Information and Obligations

1. **Retirement:** Payments are not made into the Employees' Retirement System of Rhode Island (ERSRI) while employees are on Leave Without Pay. Employees must contact ERSRI (ersri.org) directly at 462-7600 for further information and direction.
2. **Health Coverage:** Employees on Leave Without Pay must continue to pay co-shares/premiums in order to maintain health benefit coverage while on leave. All employees on Leave Without Pay are responsible for applicable payments and will be billed biweekly for any co-share/premium payments owed.
3. **Group Life Insurance:** Employees are responsible for full payment of Group Life Insurance premium while on Leave Without Pay. Please contact your HR office to arrange payment for continued coverage. Employees absent for more than nine (9) months and who are totally disabled may apply for a "Waiver of Premium."
4. **Medical Documentation:** It is the obligation of the employee to submit acceptable medical certification deemed satisfactory by the Appointing Authority. Failure to submit such satisfactory documentation as required may be cause for termination of authorized leave.
5. **Outside Employment:** Pursuant to Personnel Rules, employees will not be granted a leave to accept employment outside of State service. Additional specific agency codes and policies may also apply.
6. **Return/Expiration of Leave:** Employees who return to work from Leave Without Pay must notify this office as soon as possible but no later than one (1) week in advance of the anticipated date of return. Employees returning from an authorized medical leave of absence must provide an acceptable medical certification deemed satisfactory by the Appointing Authority which specifically identifies the date the employee may return to work and either (a) indicate that the employee may return to work full duty without restrictions, or (b) indicate clearly-defined modifications/accommodations required to allow the employee to perform their essential job duties. In such instances, the employer shall review said certification and determine if the employee's request for accommodation may be made in accordance with applicable rules, laws and contract language. Your failure to return to work as scheduled could result in termination.
7. **Direct Deposit:** Upon return from an authorized leave of absence, employees are required to submit a completed direct deposit form to their HR office. Failure to submit this form may delay your paycheck.

Please contact your case manager with any questions.