

Faculty Leave Types and Benefit Impacts

This chart is intended to provide information about the different leave types that are used for faculty who are in an **unpaid** status as well as any benefits impacts. The information below pertains to *unpaid* absences of at least of one full calendar month or more. Please note that this chart does not capture every employment scenario for a faculty member and is only intended to capture the most common scenarios. CSUs should contact Human Resources – Benefits & Leave Management at hrs-lm@austin.utexas.edu with questions about insurance and/or premium sharing and Academic Personnel Services at evpp-aps@utexas.edu for questions about Workday business processes.

Amount of Leave	Examples of Full & Partial Leaves	Reason for Leave	Absence Type – Unpaid Leave of Absence	Absence Type – Unpaid Time Off	Absence Type – FML Time Off	Premium Sharing Eligibility	Accruals
Full leave for entire calendar month (no paid time at all)	40 SWH and on 100% leave of absence 20 SWH and on 100% leave of absence	Academic	<i>Leave - Academic (Faculty Only)</i>			Insurance may continue without premium sharing; UT Flex Dependent Care Reimbursement Account (DCRA) will be suspended.	Does not accrue
Full leave for entire calendar month (no paid time at all)	40 SWH and on 100% leave of absence 20 SWH and on 100% leave of absence	Personal or Disciplinary	<i>Leave – Unpaid & Continuous</i>			Insurance may continue without premium sharing; UT Flex Dependent Care Reimbursement Account (DCRA) will be suspended.	Does not accrue
Full leave for entire calendar month w/FML (no paid time at all)	40 SWH and on 100% leave of absence 20 SWH and on 100% leave of absence	Personal w/FML			<i>FML – Concurrent with other Time Off</i> + <i>Unpaid Time Off</i> (Reminder: this absence type requires multiple transactions.)	Insurance may continue with premium sharing; UT Flex Dependent Care Reimbursement Account (DCRA) will be suspended. Premium sharing will end on last day of month in which FML ends.	Does not accrue

Partial Leave (paid time during month)	40 SWH and on 50% leave of absence (20 SWH) 20 SWH and on 50% leave of absence (10 SWH)	Academic		<i>Unpaid Time Off – Academic (Faculty Only)</i>		No change to insurance or premium sharing	Continue to accrue based on position Scheduled Weekly Hours
Partial Leave (paid time during month)	40 SWH and on 50% leave of absence (20 SWH) 20 SWH and on 50% leave of absence (10 SWH)	Personal or Disciplinary		<i>Unpaid Time Off</i>		No change to insurance or premium sharing	Continue to accrue based on position Scheduled Weekly Hours
Partial Leave w/FML (paid time during month)	40 SWH and on 50% leave of absence (20 SWH) 20 SWH and on 50% leave of absence (10 SWH)	Personal w/FML			<i>FML – Concurrent with other Time Off</i> + <i>Unpaid Time Off</i> (Reminder: this absence type requires multiple transactions.)	No change to insurance or premium sharing	Continue to accrue based on position Scheduled Weekly Hours

Other:

- UT Faculty Development Leave Program – Faculty Development Leave (FDL) - 3.2.2 Faculty Development Leave of Absence Texas Education Code Sections 51.101-.107 authorize System institutions to grant faculty development leave to certain faculty members either for one academic year at one-half of the faculty member’s regular salary or for one-half academic year at full regular salary. Eligibility for such leave is determined by the faculty member’s employing institutions. **During the leave period, the faculty member is considered to be continuing under their current appointment and will have no change to their insurance, premium sharing, or accruals.** (Additional source: UT System Office of Employee Benefits [Funding for Group Insurance Coverage](#) policy.)