To: Deans, Directors, Chairperson, HR Representatives, and Supervisors

Colleagues,

We are writing to address how your units should handle employees taking excused unpaid time and the impact this has on employees’ health insurance.

There is a group of employees who are not able to work remotely and are not deemed "necessary" per the Governor’s executive orders. Many of these employees have used up all available paid leave options. In addition, an increasing number of employees have exhausted or are about to exhaust the allotted amount of excused unpaid time under our labor contracts.

Employees are allowed to use up to ten “excused unpaid” days per fiscal year with supervisor approval. Once employees have used these ten days, they would be in jeopardy of being moved to an unpaid leave of absence, which would make them ineligible for health care in May. The health and safety of the MSU community remain one of the University’s top priorities.

Effective Immediately, the University is waiving the ten-day limit for excused unpaid time through the end of May. Employees without accruals or those who choose to go unpaid rather than use vacation or sick accruals will be allowed to do so. When using this option, enter the time using the “unpaid excused” time code. The University does not require employees to exhaust their accrued time before going on “unpaid excused time.”

This will also ensure employees who receive MSU contributions to health care, basic life insurance, and dental coverage continue to do so. Employees who pay a share of their benefits would still be required to do so once they start using excused unpaid time.

Supervisors and unit administrators can enter the excused unpaid time code in EBS when entering time for those employees who have been approved to use this. Contact the HR Solutions Center if you have questions about this information at 517-353-4434 or SolutionsCenter@hr.msu.edu.