Benefits While on a Position-Specific Furlough

Where to Find Help

The information below is designed to help University of Wisconsin–Madison employees understand important policies and procedures as the university responds to the COVID-19 pandemic. If you have questions or need assistance, please contact the human resources (HR) department in your school, college, or division. You can find your local HR contact at hr.wisc.edu/contact. You can find general benefits information at hr.wisc.edu/benefits. Contact the Office of Human Resources at (608) 265-2257 or furlough@ohr.wisc.edu for help.

For interpretation and translation services, please call Cultural Linguistic Services:

ESPAÑOL / SPANISH: (608) 265-0838; HMOOB / HMONG: (608) 263-2217

TIBETAN: (608) 890-2545; 中文 / CHINESE: (608) 890-2628; नेपाली / NEPALI: (608) 262-7521

Position-Specific Furlough

Information below applies to Position-Specific Furloughs for employees who have been placed in full furlough and are not working. If your hours are reduced, and you have been placed in a Position-Specific Furlough, contact furlough@ohr.wisc.edu for benefits information.

A furlough is the involuntary, temporary placement of any university faculty or staff member on a partial or full unpaid-leave of absence because of reduction of work, reduction of funding, or for other non-disciplinary reasons. A furlough constitutes as a Leave of Absence (LOA). A Position-Specific Furlough will be assigned for a continuous period of time with a specific start and end date.

UW–Madison provides a variety of benefits to employees. Position-Specific Furloughs can impact benefits so it is important that employees review each benefit.
Wisconsin Retirement System (WRS)

- Employees remain enrolled in the WRS. No hours and earnings will be reported on furloughed days.
- Employees will still receive a full year of creditable service as long as they meet the minimum hours requirement for the year:
  - University Staff = 1,904 hours per calendar year
  - Faculty/Academic Staff/Limited Appointee = 1,320 hours per fiscal year
- The university is working with other state agencies to address compensation and service credit questions related to WRS pension formulas. More information will be posted soon.

Paid Leave: Accrual and Usage

- The furlough policy provides that an employee will earn vacation, personal holiday, and sick leave during furlough.
- An employee may not use leave (vacation, sick leave, COVID, or personal holiday) while on furlough.

Optional/Elected Benefits

- Employees on furlough will need to pay premiums to have their benefits continued.
  - Benefits can be paid through direct bill or payroll deduction from the last paycheck before furlough (if time permits).
  - Direct bill from UW-Shared Services may be paid using check, money order or credit card.
  - Please work with your HR department to determine your personal options.

See the chart below for more information.
## Benefits While on a Position-Specific Furlough Chart

<table>
<thead>
<tr>
<th>Benefit Plan</th>
<th>Maintain Benefits</th>
<th>Change/Lapse Coverage</th>
<th>Re-Enroll Upon Return</th>
</tr>
</thead>
</table>
| **State Group Health (SGH) Insurance** | • Employer premium contribution will continue for the paid through month, and three additional months. *Example: Furlough starts 06/02; employee has paid for June coverage with May earnings. Employer contribution will continue for July, August & September coverage months.* | • Furlough is considered to be a covered event. Cancellation of coverage or changes to coverage is allowed.  
• Continue coverage but change from family to single coverage at the beginning of the furlough or when becoming responsible for the full premium.  
• Maintain coverage for the 3 months while receiving employer contribution; and lapse coverage once responsible for the full premium or lapse at any time during the furlough for the duration of the furlough.  
• Important: If family coverage is lapsed, and the employee passes away before reinstating family coverage, surviving dependents will not have access to the employee’s sick leave credits for health insurance. | • Re-enroll in the insurance carried prior to the leave upon return to work. An application must be received within 30 days of returning to work.  
• Employer contribution towards premiums will begin following the furlough once employee has returned to work. |
| **SGH Opt-Out Incentive**    |                                                                                   |                                                                                                                                                       |                                                                                                                                                       |
|                              | If employee declined SGH coverage and is currently receiving the employer Opt-Out Incentive payments, these will continue during furlough for 3 months. No action required. |                                                                                                                                                       |                                                                                                                                                       |
### Income Continuation Insurance (ICI)

- Employer premium contribution will continue for the paid through month, and three additional months. *Example: Furlough starts 06/02; employee has paid for June coverage with May earnings. Employer contribution will continue for July, August & September coverage months.*
- If maintaining ICI coverage, and are approved to receive an ICI benefit, the premium will be waived starting the 1st of the month following the disability approval date.
- Lapse coverage at the beginning of the furlough or at any time during the furlough, for the duration of the furlough.
- **Important:** If coverage is lapsed, there is no access to the ICI benefit while lapsed.

### State Group Life Insurance (SGL)

- Employer premium contribution will continue for the paid through month, and three additional months. *Example: Furlough starts 06/02; employee has paid for June coverage with May earnings. Employer contribution will continue for July, August & September coverage months.*
- If maintaining SGL, and approved to for an ICI benefit, the premium will be waived.
- Lapse coverage at the beginning of the furlough or at any time during the furlough, for the duration of the furlough.
- **Important:** If coverage is lapsed, there is no access to this life insurance payout in the event of death.

### Re-enroll in the insurance carried prior to the leave upon return to work. An application must be received within 30 days of returning to work.
- Employer contribution towards premiums will begin following the furlough once employee has returned to work.
| Benefit Type                        | You can maintain current plan and coverage level.  
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Delta Dental</td>
<td>- These are <em>employee pay all benefits</em>, no employer contribution (similar to before furloughs).</td>
</tr>
<tr>
<td>VSP Vision</td>
<td>- Lapse coverage at the beginning of furlough or anytime during furlough, for the duration of furlough.</td>
</tr>
<tr>
<td>UW Emp Inc. Life</td>
<td>- Important: If coverages are lapsed, there is no access to the lapsed benefit.</td>
</tr>
<tr>
<td>Individual &amp; Family Life</td>
<td>- Re-enroll in the insurance carried prior to the leave upon return to work. An application must be received within 30 days of returning to work.</td>
</tr>
<tr>
<td>Securian Accident</td>
<td></td>
</tr>
</tbody>
</table>
| Accidental Death & Dismemberment (AD&D) | - You can maintain current plan and coverage level.  
|                                    | - This is an *employee pay all benefit*, no employer contribution (similar to before furloughs). |
| Flexible Spending Account (FSA)    | - Coverage can be changed or canceled at any time by completing an application. |
| Health Care FSA/Limited Purpose FSA| - Coverage can be changed or added at any time by submitting an application. |
| Dependent Care FSA                 |                                                    |
| This information will be available soon. |                                                    |
| **Health Saving Account (HSA)**  
If enrolled in the SGH High Deductible Health Plan (HDHP) | This information will be available soon. |
|---|---|
| **University Insurance Association Life Insurance (UIA)** | • Coverage automatically continues.  
• If employee is on furlough, when the annual premium is due, the employee will receive a bill for the coverage and needs to send payment to the University by December 1.  
• If premium is not paid, coverage will lapse and the employee may re-qualify upon return to work. |
| **403(b) & 457** | • Tax-Sheltered Annuity (TSA) 403b and Wisconsin Deferred Compensation (WDC): Contributions end on the last paycheck and resume when the employee returns to work. |