

**SOUTH CAROLINA STATE UNIVERSITY
PERSONNEL POLICIES AND PROCEDURES MANUAL**

SECTION: Method of Compensation	Section: III
	Subject: D
SUBJECT: Insurance and Retirement Contributions During Approved Leave of Absence	Effective: 01/01/06
	Revised: 12/01/05

THE LANGUAGE USED IN THIS DOCUMENT DOES NOT CREATE AN EMPLOYMENT CONTRACT BETWEEN THE EMPLOYEE AND SOUTH CAROLINA STATE UNIVERSITY. THIS DOCUMENT DOES NOT CREATE ANY CONTRACTUAL RIGHTS OR ENTITLEMENTS. THE UNIVERSITY RESERVES THE RIGHT TO REVISE THE CONTENT OF THIS DOCUMENT, IN WHOLE OR IN PART. NO PROMISES OR ASSURANCES, WHETHER WRITTEN OR ORAL, WHICH ARE CONTRARY TO OR INCONSISTENT WITH THE TERMS OF THIS PARAGRAPH CREATE ANY CONTRACT OF EMPLOYMENT.

INSURANCE AND RETIREMENT CONTRIBUTIONS DURING APPROVED LEAVE OF ABSENCE

During approved leaves of absence, insurance coverage may be continued at the expense of the employee. If the employee pays the total premiums (employee and employer) while on approved leave of absence, he or she may continue receiving insurance coverage. The Office of Human Resource Management should be contacted for information as to the additional cost and procedural details.

In certain instances approved by the State Retirement System, individuals may continue retirement contributions during approved leave of absence. Employees may contact the University's Office of Human Resource Management for details or contact the State Retirement System directly.