

## Benefits during furlough

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For all regular professional, contract covered staff, and classified non-union staff, as well as fixed duration classified and professional project staff employees, a furlough is an employer-initiated period of unpaid time away from work.

Staff placed on an involuntary furlough will receive notice prior to the effective date. During the notice period there are two important tasks for you to complete to manage your benefits:

- Update your personal email and phone number as well as your emergency contact information in [Workday](#) so we know how to contact you when it is time to return to work. If you need help, see the ISC's [Quick Guide for Editing Personal Information](#).
- Review Maintaining your UW benefits while on furlough below for important next steps.

## Insurance

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### Medical and Dental Insurance Eligibility

UW employer-paid insurance will continue during any month in which the employee is in pay status for at least 8 hours. Employees who would be off the payroll for a full calendar month or more because of furlough will be allowed to use 8 hours of eligible paid time off in the month to ensure employer-paid health care insurance continuation during furlough.

Employees remain responsible for their contribution. If you need help, campus employees should review the ISC's [Quick Guide for Requesting Time Off](#) or contact their department's Time/Absence initiate for assistance entering information into Workday. Medical Centers employees should contact Medical Centers Payroll team for assistance with Kronos entry.

If you are a 9-month cyclic employee, your benefits may be different. Contact the Integrated Service Center (ISC) at [ischelp@uw.edu](mailto:ischelp@uw.edu) with your questions.

### Flexible Spending Account (FSA)

When you return from furlough, contact Navia Benefits Solutions at 800-669-3539 to make arrangements to make up FSA contributions you missed during your furlough. If you do not make special arrangements to make up missed contributions with Navia, then your total FSA balance will be lower than what you elected. As long as you maintain 8 hours of UW pay per month, standard reimbursement rules will remain in effect.

### Life and AD&D

As long as you maintain your PEBB eligibility, your basic and optional Life and AD&D coverage will continue. However, your Optional Life and AD&D coverage do require premium payments. If you don't earn enough pay to cover your full premiums this will result in a missed payment.

**NOTE:** If you miss 3 payments, MetLife will bill you for your premiums. This bill will be mailed to your address listed in Workday. If you don't pay your premiums your coverage will be terminated. If terminated, this will result in a loss-of-coverage. If you wish to sign up for coverage again, you will have to complete an evidence of insurability. Contact MetLife directly at 1-866-548-7139 with questions.

### Long Term Disability Insurance

Your basic and optional long-term disability benefit will continue during furlough so long as you earn 8 hours of pay per month. If you need to file a long-term disability claim while you are on furlough, please contact the Benefits Office 206-543-4444.

## Retirement

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### Retirement and Savings Plans

Retirement contributions will continue based on the pay received by the employee, however a reduction in paid hours may impact the employee's service credit accumulation. To learn more about how a retirement plan accumulates service credit review, [information about your retirement plan](#).

If you believe you may be eligible to retire, contact the Benefits Office to discuss this option because other benefits or rights may apply to you.

Voluntary Investment Program (VIP) and Deferred Compensation Program (DCP) contributions will continue as long as your earnings are sufficient to cover your elected contributions.

# Resources

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**Benefits Office-** Contact the Benefits Office if you believe you may be eligible to retire.

Email [totalben@uw.edu](mailto:totalben@uw.edu) or call 206-543-4444

<http://hr.uw.edu/benefits/>

**Professional & Organizational Development** - Offers courses and career consulting that may be helpful to you. <http://hr.uw.edu/pod/>

**UW Academic Human Resources** - A resource for faculty with questions about furlough.

Email [acadpers@uw.edu](mailto:acadpers@uw.edu) or call 206-543-5630

<http://ap.washington.edu/ahr/>

**UW CareLink** - UW's faculty and staff assistance program offers services for you, your family, and household members during furlough. Services are free and confidential.

<https://hr.uw.edu/benefits/uw-carelink/>

**UWHires** - While you are on furlough in your current department, you may seek temporary work in other UW departments. Apply here for temporary or permanent UW jobs.

Email [uw hires@uw.edu](mailto:uw hires@uw.edu) or call 206-543-2544.

<http://hr.uw.edu/jobs>

**UTemp-** Assistance in locating temporary employment.

Email [utemp@uw.edu](mailto:utemp@uw.edu) or call 206-543-3652

<https://hr.uw.edu/jobs/temporary-work/utemp-staffing-program/>

**Unemployment benefits-** Unemployment benefits partially replace your regular wages when you are out of work, including while you are on furlough. See the Employment Security Department's webpage: <https://esd.wa.gov/>

**Note:** This flyer contains a brief description of UW insurance coverage and other benefits. In case of any conflict between this flyer and official plan documents, provisions of the plan document will govern. Plans may change or stop at any time. This is not an employment contract. For more details, visit

<http://hr.uw.edu/benefits/>

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