

GUIDELINES FOR SALARY SAVINGS LEAVE

ABOUT SALARY SAVINGS LEAVE

Minnesota Statute [43A.49](#) and certain collective bargaining agreements include provisions for "Voluntary Unpaid Leave of Absence" also known as Salary Savings Leave or Governor Salary Savings Leave. Under these provisions, appointing authorities have the discretion to allow employees to take an unpaid leave of absence to help alleviate existing or projected budget deficits. All WSU employees are eligible to request a Salary Savings Leave. Approval is at the discretion of supervisors.

WSU PARAMETERS

TIMEFRAME: July 1, 2023 - June 30, 2024

MINIMUM REQUEST: 40 hours or 1 credit for IFO

MAXIMUM REQUEST PER BIENNIUM: 1,040 hours or 12 credits for IFO (*Per Minnesota Statute 493A.49 the biennium is July 1, 2023 to June 30, 2025*).

- It is voluntary; employees cannot be required to use it
- Granting of SSL is **at the discretion of the supervisor**; supervisors are not required to grant it (MMB Memo #4)
- Supervisors shall not hire a replacement for an employee on SSL
- Requests require advance approval and are not retroactive
- Requests must be made according to departmental policies or procedures in place for the submission of leave requests
- Approved requests must be submitted to Human Resources **at least ten (10) business days prior to the leave** on the [WSU Salary Savings Leave request form](#)
- SSL is not applicable in situations that contractually require sick leave to be utilized, per the applicable bargaining unit contract
- The Appointing Authority may cancel the leave early unless the bargaining agreement or compensation plan prohibits canceling a discretionary leave of absence (MMB Memo #20)

Employees may terminate the leave once it has begun with approval from the Appointing Authority (MMB Memo #21)

REPORTING

When a [WSU Salary Savings Leave request form](#) is approved and submitted to Human Resources, the "LSS - Leave Salary Savings" leave code is added to eTime for the employee to record the leave as requested. The code is limited to the number of hours on the request form. Additional hours need to be approved by submitting an additional form.

PAY

Employees who are non-exempt (paid on an hourly basis) as determined by the Fair Labor Standards Act (FLSA) must be paid for hours as worked. Those utilizing SSL will have their pay reduced during the pay period in which the reduced hours occur.

REQUEST TYPES

1. A consistent schedule change to reduce hours each pay period.

Example: Your regular work schedule is Monday through Friday, 40 hours.

You request 4 hours Salary Savings Leave to be taken every Wednesday afternoon from July 5th- September 20th (12 Wednesdays = 48 hours total).

2. Specific full days without pay.

Example: Your regular work schedule is Monday through Friday, 40 hours.

You request Salary Savings Leave to be taken July 24th-July 28th and October 9th-October 13th (10 full days = 80 hours total).

3. If IFO, reduction in credit load.

Example: Your regular credit load is 12 credits for fall semester. You request Salary Savings Leave for 1 credit.

ADDITIONAL RESOURCES

- [Minnesota Statute 493A.49](#)
- [MMB Salary Savings Leave General Memo #2014-3 \(PDF\)](#)
- [Minnesota State Voluntary Leave FAQ](#)
- [Bargaining Unit/Plan](#) Provisions:
 - **AFSCME:** Article 15
 - **Commissioner's Plan:** Chapter 6
 - **Managerial Plan:** Chapter 6
 - **MAPE:** Article 29
 - **MMA:** Article 25
 - **MNA:** Article 13
 - **MnSCU Administrators Personnel Plan:** Section 1.07
 - **MSUAASF (ASF):** Article 19

FACTORS FOR SUPERVISORS TO CONSIDER

- Is there a current or projected deficit at the campus or within a work unit and will granting the leave address the specific deficit?
- Can you calculate actual savings?
- Can staffing needs be met? Extra consideration should be given to any situation where granting the leave would result in overtime.
- Is another type of leave appropriate?
- Would it be more appropriate to change the employment condition of the position? Voluntary unpaid leave should not be used as a substitute for permanent or indefinite reductions in staffing levels.
- Is the employee's request for a specified period of time?

QUESTIONS?

For questions regarding specific leave situations or assistance interpreting contract language, please contact Human Resources, humanresources@winona.edu