Is an employee on leave eligible to receive an MCD allowance?

Tell Me

Supplemental to University Policy 602.10, Mobile Communication Device Allowances and MCD Procedures.

1. The MCD allowance for University employees who are on any sustained leave of absence lasting more than two weeks, including leave covered under the Family Medical Leave Act (FMLA) or short term disability, but not including intermittent or reduced leave, will be suspended by Human Resources (HR) starting with the next pay period following their leave date unless continuation is approved by the Associate Vice Chancellor for HR.
2. Once the employee returns to active employment HR will restart their MCD allowance the following pay period.

Note

If the leave status goes into the next fiscal year, a new MCD request form will need to be submitted.

Related FAQs

• Can our Department create policies to ensure that FLSA (Fair Labor Standard Act) subject employees who receive a Mobile Communication Device (MCD) allowance do not use their devices outside of normal, established working hours?
• Are there specific security policies I need to comply with if I receive a Mobile Communication Device (MCD) allowance for my personal MCD?
• Is an employee on leave eligible to receive an MCD allowance?
• How do I terminate an MCD allowance?
• What supporting documentation should I submit with my MCD Allowance Request eForm?