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

- What supporting documentation should I submit with my MCD Allowance Request eForm?
- What name should be listed in the "Department Head or Delegate" field on my MCD allowance request eForm?
- What fund should I enter in the "Allowance Fund" field of the MCD eForm?
- What are the deadlines for requesting/renewing a MCD allowance?
- How do I determine the employee's portion of actual monthly service charges and select the appropriate Mobile Communication Device (MCD) allowance on the eForm?