



Missed Deductions While on a Leave of Absence

If you have enough PTO, hours worked, Short Term Income (STIR), etc. on your check your benefit deductions will be deducted as normal. If there are any missed deductions due to going unpaid we have various ways we can collect:

- Can spread PTO out during your leave, so the deductions collect each payroll
- Create a repayment plan via your Immanuel pay check
- Outside payroll via check
- If it creates a financial hardship we have PTO assistance program you can apply for called Helping Hands. Application can be found [here](#).

To coordinate a repayment plan please reach out to MyHR@Immanuel.com