ADMINISTRATIVE LEAVES OF ABSENCE G005

02/01/2008

PURPOSE

To provide nonexempt employees with information and guidelines regarding leaves of absence.

DEFINITIONS

<table>
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<th>Leave of Absence</th>
<th>An approved period of time during which an employee may be absent from work for reasons other than vacation in excess of 14 days.</th>
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<tbody>
<tr>
<td>Disability</td>
<td>The inability of an employee to perform the essential functions and job duties as a consequence of a medical condition.</td>
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<td>Family Member</td>
<td>Spouse, same-sex domestic partners (see Health Insurance Policy E030), child who lives with the employee and for whom the employee permanently assumes and discharges parental responsibility, a parent or grandparent (for whom the employee assumes financial responsibility) as defined for Family Leaves only.</td>
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POLICY

All regular nonexempt employees who have worked at the University for at least six months may apply for a leave of absence for Administrative, Mandatory, Educational, Industrial Disability, Military, or Personal reasons using the Request for Leave of Absence Form. All regular full time and part time employees who have worked at least 1,250 hours during the 12-month period preceding the start of the leave may apply for a leave of absence for Medical, Maternity (Pregnancy), or Family reasons using the Request for Leave of Absence Form.

All requests for a leave of absence in excess of 14 calendar days must be in writing and contain all required approvals as indicated on the Request for Leave of Absence Form. All leaves of absence must have beginning and ending dates specified prior to any consideration for approval. The University may deny certain types of leaves of absence and/or requests for the extension of a leave of absence. Most leaves of absence and extensions are without pay and other economic benefits, unless otherwise specified and approved. The University has no obligation to provide work prior to the expiration of leaves except where required by law. However, efforts will be made to accommodate an early return. The seniority date of the employee will remain unchanged during leaves of absence, but certain benefits may not continue to accrue during a leave of absence. Employees anticipating going on leave should contact the Benefits Administration office for information on eligibility for benefits. For approved Administrative, Mandatory, Industrial Disability, Medical, Maternity, or Family leaves, the employee must continue to pay the employee's portion of health care premiums, and the University will continue to contribute its portion of the premium.
Misrepresentation of facts to obtain a leave of absence will result in disciplinary action up to and including termination. Employees who fail to report for work at the designated return date or who fail to secure an extension of the leave prior to the expiration of the initial leave request may be subject to disciplinary action up to and including termination of employment.

**ADMINISTRATIVE LEAVE**

Administrative Leave with pay is used for involuntary court appearances, jury duty, funeral or bereavement, the first day of a job-related injury, work-time lost during the first seven calendar days after the accident if the absence is verified by a health care provider, the first three visits to the Faculty and Staff Assistance Program (FSAP) Office, and special situations as approved by the appropriate Human Resources Office.

**Involuntary Court Appearances:** Administrative leave is granted to an employee who is legally subpoenaed as a witness to appear at a court hearing at which they are not a party. The employee will receive regular pay for time lost due to such services.

**Jury Duty:** Administrative Leave is granted to an employee who is summoned for jury duty. The employee will receive standard pay for the days on which jury duty is required. Any fees, compensation, or expense reimbursement received for jury duty may be retained by the employee. An employee released from jury duty before the end of the normal workday must report to work on that date. The employee is required to contact the supervisor to inform them that they will be returning to work. The supervisor determines whether it is necessary for the employee to report to work for the remainder of the day. Failure to provide the supporting documentation to support jury duty, failure to report to your designated worksite or failure to contact your direct supervisor upon dismissal from jury duty may result in disciplinary action up to and including termination of employment.

**Funeral/Bereavement:** Administrative Leave with pay may be granted to eligible employees for a maximum of three consecutive working days following the death of a member of the immediate family.

**Job Related Injury/Workers’ Compensation:** Administrative Leave with pay will be granted for the first day of a job-related injury and for work-time lost during the first seven calendar days after the accident if the absence is verified by a health care provider.

**Faculty and Staff Assistance Program (FSAP):** Administrative Leave with pay will be granted for the first three visits to the FSAP Office.

**Other Special Situations:** Administrative Leave may be granted for special situations as approved by the appropriate Human Resources Office.

**PROCEDURE**

For a Leave of Absence under this policy, a completed Request for Leave of Absence Form must be signed by the employee, supervisor, and others as designated on the form. The form must be attached to appropriate documentation substantiating the basis for the leave. A leave of absence and an extension are to be requested and approved before they become effective except as noted in applicable leaves.

To reinstate an employee, the department must complete and forward a copy of the Return to Work Certification, if applicable, and submit an online document to the appropriate Human Resources Office.
If it is determined that an employee will not return to work at the end of a leave of absence, a Clearance Checklist must be completed and submitted to the Check Distribution Office (see Clearance Checklist Policy B023) and an online document submitted to the appropriate Human Resources Office.

Employees must be instructed by the supervisor to contact the Benefits Administration office for review of benefits before beginning leave and before returning to work.