Mandatory Leaves of Absence G010

02/01/2008

Purpose

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

Definitions

<table>
<thead>
<tr>
<th>Definition</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Leave of Absence</td>
<td>An approved period of time during which an employee may be absent from work for reasons other than vacation in excess of 14 days.</td>
</tr>
<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>
</tr>
</tbody>
</table>

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.

Mandatory Leave

The University reserves the right to place an employee on Mandatory Leave of Absence without pay under the provisions of this policy when it is deemed necessary. The best interests of the employee and the operational liability or
operational safety of the University will be the determining factors of this leave. The supervisor must initiate the leave after discussing the issue with the appropriate Human Resources Office and decide the length, terms, and conditions of Mandatory Leave. At the end of a Mandatory Leave, the employee may be reinstated in the previous position.