EDUCATIONAL LEAVES OF ABSENCE G015

02/01/2005

PURPOSE

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

DEFINITIONS

<table>
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<th>Term</th>
<th>Description</th>
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<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>
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<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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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.
EDUCATIONAL LEAVE

Educational Leave for a maximum of 6 months may be granted without pay if approval has been given by the supervisor, the department chair and dean/designee. An employee may remain in pay status during the leave if they use their accrued vacation and floating holidays.

The employee must contact the supervisor/department chair two weeks in advance of the expiration date of the leave to discuss intent to return to work or to request an extension “beyond six months.” Failure to contact the department two weeks prior to the expiration of the leave may result in the denial or delay in reviewing an extension request.

At the end of an educational Leave of three months or less, an employee with five or more years of service will be reinstated in the previous position. An employee with fewer than five years of service may be reinstated in the previous position if available. An employee taking an Educational Leave in excess of three months may be reinstated in the previous position if available. If the previous position is not available, the University will seek to place the employee in a similar position. If no position is available, the employee will be placed on layoff (see Layoff and Rehire Policy B050).

Employees anticipating going on unpaid educational leave should contact the Benefits Administration office for information on eligibility for benefits.

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.