PERSONAL LEAVES OF ABSENCE G045

02/01/2005

PURPOSE

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

DEFINITIONS

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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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<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.
PERSONAL LEAVE

A Personal Leave of Absence is without pay and requires approval by the supervisor. A Personal Leave of Absence for 14 calendar days or less need not be applied for on a Request for Leave of Absence Form. A leave of absence for personal reasons exceeding 14 calendar days must be requested by the employee on the Request for Leave of Absence Form and submitted to the supervisor. A Personal Leave of Absence cannot exceed 90 days and cannot be extended.

Upon return from a Personal Leave of Absence of 30 days or less, the employee will be reinstated in the previous position. Upon return from a Personal Leave of more than 30 days, the employee will be eligible for reinstatement in the previous position or a similar position if available, if the employee qualifies. If no position is available, the employee will be placed on layoff (see Layoff and Rehire Policy B050).

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.