

**SUBPART 6-5  
LEAVES OF ABSENCE**

**Sec. 6-501. General Provisions Relating to Leaves of Absence.** The University provides various leaves of absence for eligible employees. An eligible employee may apply for the following leaves of absence: Sabbatical, Medical, Unpaid Personal Leave, Family and Medical Leave Act (FMLA), Military, Political, or Jury Duty except as required by law. (The policies related to time off for vacation, holidays, and funeral/bereavement issues are covered by Section 6-7.)

The President or his/her designee will establish policies and procedures related to leaves of absence. Bargaining unit employees are covered by the terms and agreements of the collective bargaining unit agreement (CBA).

*Cross Reference:*

Human Resources Policies and Procedures, *Leaves of Absence – FMLA*

Human Resources Policies and Procedures, *Leaves of Absence – Jury Duty Leave*

Human Resources Policies and Procedures, *Leaves of Absence – Medical Leave*

Human Resources Policies and Procedures, *Leaves of Absence – Military*

Human Resources Policies and Procedures, *Leaves of Absence – Political Leave*

Human Resources Policies and Procedures, *Leaves of Absence – Sabbatical Leave*

Human Resources Policies and Procedures, *Leaves of Absence – Unpaid Personal*

*Prior Board Action:*

May 6, 1994.

**Sec. 6-502. Types of Leaves of Absence**

- 1) Sabbatical Leave of Absence: Administrative employees are eligible to request a Sabbatical Leave under the terms of this policy. Administrative employees will be granted salary and benefit continuation (in the same manner as if the employee was working) for an approved sabbatical leave if such leave is requested of the employee by the University in order for the employee to pursue training or other work experience which would further the effectiveness of the work of the employee at the University, or if such leave is requested by the employee for the purpose of continued study or specialized professional work experience which will benefit the University and is approved by the President

- a) Compensation granted during a period of Sabbatical Leave shall be full salary for a leave of one (1) to three (3) months' duration, three-fourths (3/4) regular salary for the entire duration of a sabbatical leave of four (4) to six (6) months, and two-thirds (2/3) regular salary for the entire duration of a sabbatical leave of more than 6 months and up to one year.
- b) In the event the employee is to be engaged in remunerative employment of any kind during the period of time covered by a Sabbatical Leave, the President shall determine, at the time the sabbatical is granted, the rate of compensation to be paid by the University, not to exceed the limits set forth above, with due consideration being given to additional expenses incurred by the staff member during the Sabbatical Leave.

*Cross Reference:*

Human Resources Policies and Procedures, *Leaves of Absence – Sabbatical Leave*

2) Medical Leaves of Absence.

- a) A medical leave of absence shall be granted to full-time and eligible part-time employees upon application. Time off for a medical leave of absence may be with or without pay, depending on whether the employee has accrued sick days and/or is eligible for short term or long term disability benefits, or workers compensation. This leave will run concurrent with any applicable FMLA leave.
- b) For non-bargaining unit employees, a medical leave of absence may be approved for up to a two (2) year period. If an employee cannot return to work at the end of the designated length of the medical leave of absence, his/her employment status will be terminated.
- c) Bargaining unit employees are covered by the terms and conditions of the CBA.

*Cross Reference:*

Human Resources Policies and Procedures, *Leaves of Absence – FMLA*

Human Resources Policies and Procedures, *Leaves of Absence – Medical Leave*

- 3) Unpaid Personal Leave. Full-time non-bargaining unit employees may request up to thirty (30) calendar days off from work for a personal reason not covered under the terms of the Family and Medical Leave Act.

*Cross Reference:*

Human Resources Policies and Procedures, *Leaves of Absence – Unpaid Personal*

- 4) Family and Medical Leave Act (FMLA). Eligible employees shall be granted a leave of absence in accordance with the FMLA. All FMLA leave will run concurrently with other appropriate University-established leaves of absence. The specific University policy and guidelines regarding the FMLA will be provided to employees through appropriate means as defined by the Family and Medical Leave Act.

*Statutory Reference:*

Family and Medical Leave Act, USCS §2601.

*Cross Reference:*

Human Resources Policies and Procedures, *Leaves of Absence – FMLA*

Human Resources Policies and Procedures, *Leaves of Absence – Medical Leave*

- 5) Military Leave of Absence: All University employees required to perform military service will be granted a leave of absence for training or active duty. Military leave is unpaid unless the employee is eligible for Military Duty Pay under Sec. 6-708, Military Duty Pay.

*Cross Reference:*

Human Resources Policies and Procedures, *Leaves of Absence – Military*

- 6) Political Leave: Consistent with the provisions of Subpart 6-6, an employee who (1) is engaged in political activities which interfere with the employee's commitment of adequate time and effort to the performance of his or her employment obligations to the University, (2) or who is elected or appointed to a full-time governmental position or to a part-time governmental position that is incompatible with or creates a conflict of interest with University employment may obtain a leave of absence without pay (to the extent permitted by law) for a period of not to exceed two years.

*Cross Reference:*

Subpart 6-6. Political Activity.

Human Resources Policies and Procedures, *Leaves of Absence – Political Leave*

- 7) Jury Duty Leave: All University employees will be granted time off to fulfill their required obligations to serve on Jury Duty. Jury Duty leave is unpaid unless the employee meets the eligibility under the Jury Duty Pay Sec. 6-707.

*Cross Reference:*

Sec. 6-001. Definitions.

Human Resources Policies and Procedures, *Leaves of Absence – Jury  
Duty Leave*

*Prior Board Action:*

Entire Subpart 6-5 included in October 19, 2001 Codification, Phase I.

Entire Subpart 6-5 included in October 22, 2004 Codification, Phase II.