



		Policy Section:	Institutional Support
Policy Number:	5521-10	Policy Title:	Personal Leave
Original Effective Date:	1/1/05	Department:	Human Resources
Date Last Revised:	6/3/16		

Purpose:

The purpose of this policy is to outline the conditions under which employees may qualify for and request use of extended time off for personal reasons. For purposes of this policy “Personal Leave” refers to time off for reasons different from those covered by the Family and Medical Leave Act (“FMLA”) (see Policy 5521-08), and/or in the event that Personal Leave is being requested in order to extend the leave period allowed under the FMLA.

Procedures:

1.0 Eligibility

Employees are eligible for Personal Leave on the same basis as for FMLA, i.e., they must have:

- 1.1 A minimum of twelve (12) months of service with the University, and
- 1.2 Worked at least 1,250 hours within the most recent twelve (12) months of employment.

2.0 Use of Personal Leave

2.1 Personal Leave may be requested for the following reasons:

- 2.1.1 To attend to personal affairs requiring the employee’s absence from work;
- 2.1.2 To supplement a leave of absence which qualified as FMLA leave.

2.2 For sabbatical leaves and leaves to pursue doctoral programs for faculty, please refer to the Employment Manual.

3.0 Leave Request and Approval

3.1 Employees are required to request Personal Leave by submitting a written request to their supervisor at least one month in advance of the start date of the requested leave.

3.2 When the reason for the leave is of an urgent nature in which advance request is not possible, the emergency will be taken into account when approval of the leave is considered.

3.3 The request must state the reason for and expected duration of the leave.

3.3.1 Supervisors receiving leave requests are to refer the request, along with their recommendation for approval, to the Administrator (President’s Cabinet member) overseeing their department/school.

3.3.2 Supervisors are also required to provide a copy of the leave request and their approval recommendation to the Department of Human Resources.

3.4 Final approval for leave periods of up to one week is at the discretion of the Administrator overseeing the employee’s school or department.

3.5 Final approval for leave periods of more than one week will be given by the President’s Cabinet.

3.6 The employee’s supervisor will be informed of the decision and will, in turn, notify the employee.

4.0 Duration of Personal Leave

4.1 Personal Leave may be approved for periods ranging from single days to an initial maximum period of one (1) month.

- 4.2 Approval for a maximum of two (2) one-month extensions may be provided, thus permitting a maximum total Personal Leave period of three (3) months.
- 4.3 The employee must follow the leave request and approval process, above, for each extended period requested.
- 5.0 Consideration for Approval of Personal Leave
 - The Administrator or President's Cabinet will consider the following when evaluating a Personal Leave request:
 - 5.1 The recommendation of the employee's supervisor;
 - 5.2 The employee's length of service with the University;
 - 5.3 The reason for the employee's request;
 - 5.4 The nature of the employee's duties as they relate to the University's ability to satisfactorily continue operations during the employee's absence;
 - 5.5 The time of year of the employee's requested absence as it relates to the employee's duties during the portion of the academic year for which the leave is requested.
- 6.0 Pay for Personal Leave
 - Personal Leave is unpaid, with the following exceptions:
 - 6.1 Employees having unused vacation, and/or sick/personal time available are required to use this time during Personal Leave, before taking any portion of the leave unpaid.
 - 6.2 Employees using Personal Leave following expiration of FMLA leave taken for their own illness will receive continuation of salary as described in the Short-Term Disability Policy 5521-21 for the approved Personal Leave period(s).
 - 6.2.1 Employees using Personal Leave following expiration of FMLA leave taken for reasons other than their own illness will not receive pay for approved Personal Leave period(s).
- 7.0 Leave Conditions
 - 7.1 Upon return from Personal Leave, the University may not be able to provide reinstatement of the employee to the same or similar position that the employee had before taking the leave.
 - 7.1.1 Employees using Personal Leave to supplement a leave which qualified as FMLA leave may not be provided with the opportunity to return to the same or similar position upon return from Personal Leave in the same way in which they must be provided with this opportunity upon return prior to expiration of FMLA leave.
 - 7.2 Continuation of Benefits
 - 7.2.1 For periods of Personal Leave exceeding one month (except when used for the employee's serious health condition), the employee's enrollment in medical, dental and flexible spending accounts (as elected) will be terminated. The employee may elect to continue these benefits under COBRA during the Personal Leave.
 - 7.2.2 For Personal Leave periods up to one month, enrollment in medical, dental and flexible spending account plans will be continued, provided that the employee arranges for payment of his/her contributions applicable to the leave period. Such arrangements must be made with the Department of Human Resources before the beginning of the leave.
 - 7.3 When Personal Leave is foreseeable, the employee is required to provide his/her supervisor with keys, access to data, files, offices, and materials, etc., and list of duties and information necessary for proper continuation or reassignment of duties.
 - 7.4 The employee should remove any personal items from his/her work area prior to a period of Personal Leave.
 - 7.5 During the leave, the supervisor is to insure that the employee's absence is properly noted on the appropriate time sheets.

President's Cabinet Representative

Date