A. PERSONAL LEAVE OF ABSENCE

The University recognizes that personal circumstances may necessitate that an employee focus their attention outside the workplace for short periods of time.

Personal Leaves of Absence may be granted for reasons such as extended illness, need to provide care for family members, or education and professional development which will directly increase job effectiveness.

In cases of personal necessity, emergency, or other compelling individual circumstances, Regular or Conditional full-time or part-time employees who have completed 2 years of continuous employment may be granted an unpaid Personal Leave of Absence for a period not to exceed three (3) months. Personal Leaves of Absence are not guaranteed and are subject to University approval based on individual circumstances, length of employment, and the needs of the department/college.

A Personal Leave must be designated on the Request for Leave of Absence form as either personal medical (for an employee’s own serious health condition or the serious health condition of a child, spouse, registered domestic partner, or parent) or personal non-medical (in situations for other reasons besides the employee’s, child’s, spouse’s, registered domestic partner’s, or parent’s serious health condition).
Duration and Approval of Leave

Leave may be granted up to a maximum of three (3) months. Departmental approval of a Personal Leave is based upon operational issues, availability of replacements, the nature of the request, and job performance.

<table>
<thead>
<tr>
<th>Type of Leave</th>
<th>Approval Process</th>
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<tbody>
<tr>
<td>Non-medical</td>
<td>At department’s discretion in consultation with the Department of Human Resources</td>
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<tr>
<td>Medical</td>
<td>Department of Human Resources</td>
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Exclusions

Examples of reasons that are **not eligible** for Personal Leave of Absence include:

- To accept other employment (unless such employment relates to the employee’s responsibilities in their current position with the University or is for government service)

- To pursue an independent business venture, or

- To use in lieu of any other leave of absence provision offered by the University (e.g. Vacation, Sick Leave, Bereavement, FML, Pregnancy Disability Leave, Educational Leave, Military Leave).

Benefits During the Leave

Personal Leaves are unpaid. Employees taking personal medical leave for their own health condition or the serious health condition of a family member are required to use all of their available sick time. Once all sick time has been exhausted, the employee may choose, but is not required to use any available vacation.

Employees taking personal non-medical leave are required to use all of their available vacation and personal time.

Benefit accruals (such as vacation and sick time) will continue to accrue during the time the employee is using their accrued benefit time, but will not accrue once that time is exhausted. Holidays are not paid during the leave.

Health and Welfare Benefits (medical, dental, vision, voluntary life insurance, dependent life insurance, voluntary retirement annuity, long-term care, and flexible spending accounts) may be continued by the employee at full premium cost. If the employee elects to continue Health and Welfare Benefits, payment must be remitted by the 20th day of each month to the Department of Human Resources. Failure to pay may result in cancellation of coverage.
PROCEDURES I.E. 00692 Personal Leave of Absence

1. Employees should complete a Time Off Request form with full details of the reason for the leave to the Department Head and to the Department of Human Resources (for personal non-medical and medical) at least thirty (30) days prior to the first date of the requested leave, or as soon as reasonably possible.

2. Personal Leaves cannot be approved unless the employee provides all of the requested documentation, such as the Request for Leave of Absence form and, when applicable, a Personal Certification of Health Care Provider Form.

Return to Work

1. Employees returning from an approved Personal Leave of Absence of 30 days or less return to the same position they held prior to the leave.

2. If the initial request exceeds 30 days or a leave extension beyond 30 days is requested, the department may review operational needs to decide if, and how long, the employee’s position can be held open.

3. Failure to return to work as scheduled following a Personal Leave of Absence may result in dismissal of the employee.

Applicability: All Staff and Faculty Members