Background

This policy applies to employees who are not covered by a collective bargaining agreement or for whom the agreement contains no provision regarding this subject.

To define the eligibility, duration and return from leave requirements for granting a Leave of Absence for Adoption or Childrearing. Absences of 15 consecutive calendar days or more are considered a leave of absence, however, the leave is effective retroactively to the first day of absence.

Policy

1. An employee who adopts a child may be granted a Leave of Absence for Adoption or Childrearing for up to twelve months subject to the approval of the administrative authority unless the employee is using time for a certified qualifying condition under the Family and Medical Leave Act (FMLA), in which case the request will be approved. The request for the leave of absence must be in writing. In order to receive pay during this leave of absence, the employee must elect to use any or all of his or her accrued vacation and may request use of his or her compensatory time. Sick leave (time) cannot be used for this purpose.

2. Verification of an adoption must be presented prior to the granting of the Leave of Absence for Adoption or Childrearing.

3. If the employee is eligible to receive leave under the Family and Medical Leave Act (FMLA), the period of absence shall, when appropriate, be designated as and counted against his or her remaining FMLA leave balance, up to the full allowed 12 work weeks.

4. An employee does not accrue sick leave (time) or vacation time during the Leave of Absence for Adoption or Childrearing except for that period of time during which the employee is receiving pay.

5. An employee shall not receive pay for holidays which fall within the period of the Leave of Absence for Adoption or Childrearing unless the holiday falls within the period of time when the employee is receiving pay.

6. The university shall continue to contribute to its portion of the cost of benefits during the period an employee is on a Leave of Absence for Adoption or Childrearing with or without pay so long as the employee contributes his or her portion of the cost of such benefits.
7. An employee on Leave of Absence for Adoption or Childrearing must make arrangements with the Human Resources Department in order to continue payments for his or her portion of the cost of benefits (if applicable) during the period that the employee is not receiving pay.

8. Retirement plan contributions will be made pursuant to the rules and regulations of the applicable pension system or plan.

9. Upon return to work from a Leave of Absence for Adoption or Childrearing, the employee is to be returned to the position formerly occupied or, under certain circumstances to an equivalent position unless the original position has been abolished.

10. Any person appointed to the position while an employee is on Leave of Absence for Adoption or Childrearing is to be appointed on a temporary basis for the duration of the leave only.

11. If an employee fails to return to work at the expiration of an approved Leave of Absence for Adoption or Childrearing and is notified by certified mail of the failure to return at the appointed date, the employee may be reported as "absent without authorized leave" and may be subject to disciplinary action up to and including termination of employment.

Procedure

1. Employees must complete and submit the appropriate Time Off From Work Form or other form (electronic or otherwise) as designated by their organizational unit to their administrative authority for approval as soon as possible.

2. Follow university leave of absence administration processes.