Policy Title: Leave of Absence With Pay for Medical Reasons (Employee) Including Maternity

Policy Number: 21.15

Category: Human Resources

Policy applicable for: Classified and Unclassified Employees

Effective Date: 07/01/2015

Prior Effective Date: 05/2002

Policy Owner: Sr. VP for Administration and Finance

Responsible Office(s): Human Resources Payroll Operations

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 eligibility, duration and return to work requirements for granting a Leave of Absence With Pay for Medical Reasons (Employee) Including Maternity. This leave is to be used for an employee’s own medical reason(s). For time off needed for a family member’s medical reasons, refer to Human Resources Policy 21-16. 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 may be granted a Leave of Absence with Pay for Medical Reasons for the duration of his or her sick leave (time) subject to approval of the supervisor/manager/director.

2. 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 twelve weeks.

3. The employee must furnish the administrative authority with a Certification of Health Care Provider form from a licensed health care professional certifying the need for continuous absence. The form must include the employee’s expected date of return to work.

4. If the requested period of absence exceeds the employee’s accumulated sick leave (time) balance and, if requested, vacation/compensatory time balance (see the next paragraph), the employee shall be granted a Medical Leave of Absence Without Pay not to exceed six months. (See Human Resources Policy 21-04.)

5. The employee may request to use all or part of his or her accrued vacation and/or compensatory time before being granted a Medical Leave of Absence Without Pay. The employee’s request to use the vacation and/or compensatory time must be made before the Medical Leave of Absence Without Pay commences. The election to use accrued vacation and/or compensatory time is irrevocable. The use of accrued vacation and/or compensatory time is subject to the approval of the supervisor/manager/director.
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 With Pay for Medical Reasons.

7. Upon return to work from a Leave of Absence With Pay for Medical Reasons, the employee is to be returned to the position formerly occupied, or under certain circumstances to an equivalent position, unless the position formerly occupied has been abolished.

8. Any person appointed to the position while an employee is on Leave of Absence With Pay for Medical Reasons is to be appointed on a temporary basis for the duration of the leave only.

9. If an employee fails to return to work at the expiration of an approved Leave of Absence With Pay for Medical Reasons 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.

10. An employee requesting a leave of absence should consult with the Human Resources Department prior to the start of the leave regarding eligibility for and continuation of benefits.

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.