

Policy No. 322

Responsible Department: Human Resources

Responsible Administrator: Director of Human Resources

Effective Date: October 1, 1995

Reviewed Date: January 2012

Date of Scheduled Review: January 2016

LEAVES OF ABSENCE WITHOUT PAY

PURPOSE

To enable employees to receive extended time away from work to recover from medical disability or handle compelling personal business.

SCOPE

This policy applies to all employees at ACU.

POLICY

Leaves of absence without pay may be granted to employees to maintain continuity of service only in instances where unusual or unavoidable circumstances require prolonged absence. (See IV, Definition, Policy No. 322) No loss of service credit with the university will occur as a result of the leave of absence, but no benefit credit will accrue toward vacation and sick leave entitlement for the duration of the leave. The employee will be responsible for paying the entire cost of his/her group health insurance coverage and that of his or her dependents.

Medical Leave. For employees who do not qualify under the Family and Medical Leave Act, Policy No. 321 (part-time employees and employees who have been employed for less than one year), a medical leave of absence will be granted up to 60 consecutive calendar days when supported by a physician's statement. Accrued sick leave benefits must be used prior to commencement of the unpaid portion of the leave.

Personal Leave of Absence. A personal leave of absence to handle compelling personal business may be granted to full-time employees. Length of a personal leave of absence may range from five to 30 consecutive calendar days. To be eligible, the employee must have maintained a satisfactory record of employment with the university for a minimum of one year. Employees must use all accrued vacation before a personal leave of absence commences.

A personal leave of absence is approved at the discretion of the employee's immediate supervisor with the concurrence of one higher level of management. The employee must be available to return to regular employment on or before the expiration date of the leave.

DEFINITION

"Leave of absence" is defined as an excused absence without pay beyond five working days. An absence involving paid time off (i.e. jury duty, sick leave or bereavement leave) is not considered a leave of absence, nor is personal time off up to five days.

PROCEDURE

Application and Commencement

1. Requests for leave of absence or an extension thereof must be submitted in writing to the supervisor two weeks prior to the commencement date, except when medical conditions make such a requirement impossible. (Use request for leave of absence form, following.)
2. Extensions of leaves of absence are ordinarily not granted but, under critical circumstances such as an extended medical disability, may be granted. No extension will be granted beyond 60 days without the President's approval.

Reinstatement

1. Upon return from a medical or personal leave of absence, employees will be reinstated in the following priority of position reassignment:

F

prior position, if available

N

a comparable position for which the employee is qualified, if available

N

a lesser position for which the employee is qualified

2.

3.

4. If no work is available according to the reassignment priorities listed above, the employee will be separated from employment with the university.
5. Employees on leave of absence must notify their supervisor at least two weeks prior to end of leave to inform the university of availability for return to work.
6. The university may require employees to have a physician's release or a physical examination to determine fitness for work prior to return from a medical leave of absence.

An employee's failure to return from leave of absence, or failure to contact his or her supervisor or the Director of Human Resources after the scheduled date of return, will be considered a voluntary resignation.