

ARTICLE 17

LEAVES

17.1 Leaves. There are various types of leave that the university offers. Employees are responsible for completing all necessary paperwork, informing their supervisors of their leave request, and meeting deadlines before and after the leave. An absence without approved leave or extension of leave shall subject the employee to the provisions of the Discipline Article 16. An employee's request for use of leave for an event covered by the provisions of the Family and Medical Leave Act (FMLA) of 1993 (Public Law 103-3) shall be submitted and responded to in accordance with the provisions of the FMLA and its implementing regulations. When an employee is absent with a serious health condition and wishes to request FMLA protection or is absent more than 10 days due to illness or injury, a Medical or Parental Leave Request Form and a UCF Medical Certification Form must be submitted to Human Resources as soon as practicable. When an employee's illness/injury may be covered by the Americans with Disabilities Act, the provisions of Public Law 101-336 shall apply.

17.2 Requests for a Leave or Extension of Leave of One Semester or More.

(a) For a leave of one semester or more, an employee shall make a written request not less than 120 days prior to the beginning of the proposed leave, if practicable.

(b) For an extension of a leave of one semester or more, an employee shall make a written request not less than sixty days before the end of the leave, if practicable.

(c) The University shall approve or deny such request in writing not later than thirty days after receipt of the request.

17.3 Return from Leave. An employee who returns from an approved leave of absence with or without pay shall be returned to the same classification, unless the University and the employee agree in writing to other terms and conditions.

17.4 Accrual During Leave with Pay. An employee shall accrue normal leave credits while on compensated leave in full-pay status, or while participating in sabbatical or professional development programs. If an employee is on compensated leave in less than full-pay status for other than sabbaticals or professional development programs, the employee shall accrue leave in proportion to their pay status. Employees who are on leave without pay will not accrue leave.

17.5 Tenure Credit During Periods of Leave. Time spent on paid or unpaid leave for fewer than 160 hours in a semester shall be tenure-earning. A semester during which an employee spends more than 160 hours on approved leave, whether paid or unpaid, shall not be tenure-earning unless otherwise mutually agreed to by the employee and the University's representative in writing at the time such leave begins. Approved leaves where more than 160 hours in a semester are taken are automatically non-tenure-earning (mandatory tenure clock extension) unless the leave is granted to perform research/creative activity. An employee may make a written request to the university's representative to modify their existing tenure credit using the tenure clock adjustment form provided by Faculty Excellence.

17.6 Holidays.

(a) An employee shall be entitled to observe all UCF-designated holidays. No classes or examinations shall be scheduled on holidays. Classes not held because of a holiday shall not be rescheduled.

(b) Supervisors are encouraged not to require an employee to perform duties on holidays; however, an employee required to perform duties on holidays shall have the employee's schedule adjusted to provide equivalent time off, up to a maximum of eight hours for each holiday worked.

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52 **17.7 Family and Medical Leave Act (FMLA) Entitlements.** The Family and Medical Leave Act
53 of 1993 ("FMLA") (<https://www.dol.gov/whd/fmla/>) is the common name for the federal law providing
54 eligible employees an entitlement of up to twelve weeks (480 hours) of continuous or intermittent leave
55 without pay for qualified family or medical reasons during a one-year period. This Act entitles the
56 employee to take leave without pay; where University policies permit, employees may use accrued leave
57 with pay during any qualifying family or medical leave. Employees are entitled to use FMLA in
58 accordance with law and University policies. The failure to list, define, or specify any particular provision
59 or portion of the FMLA in this Agreement shall in no way constitute a waiver of any of the rights or
60 benefits conferred to the employer or the employee through the FMLA.
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62 **17.8 Modified Instructional Duties (MID) in case of birth or adoption.** Employees who elect the
63 MID are ineligible for Paid Parental Leave. Once a modified plan is agreed to by the employee and his or
64 her supervisor, it shall be reviewed by the dean or vice president. The dean or vice president shall either
65 approve the modified work plan, or work in collaboration with the supervisor and employee to try to
66 reach an acceptable solution. If the employee normally has an instructional assignment, then, after
67 consultation with the employee, the supervisor shall determine that the:

68 (a) assignment be changed to a non-instructional assignment for the academic semester during which
69 the child is expected to arrive; or

70 (b) employee's work schedule may be altered.
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72 **17.9 Parental Leave Options.** The University provides the following leave options when an
73 employee becomes a biological parent, a child is placed for adoption in the employee's home, or the
74 employee becomes the legal guardian of a child. Modified Instructional Duties are not available for an
75 employee on paid or unpaid parental leave as defined in this section.

76 (a) **Paid Parental Leave.** Paid parental leave may be used no more than twice during the employee's
77 employment at the University. If both parents are employees of the University, only one parent may
78 request paid parental leave under this program for each qualifying event (birth or adoption).

79 (1) **Eligibility.** An employee must be employed on at least a 0.75 FTE line before s/he is eligible
80 to apply for this benefit. This program does not apply to individuals on a temporary, a term limited, or a
81 visiting appointment. Furthermore, employees on soft money shall be eligible to the extent that such
82 benefits are permitted by the terms of the contract or grant, the ability to meet a grantor's deliverables, the
83 rules of the funding agency, and adequate funds are available.

84 (2) **Paid Parental Leave Request.** Participation in paid parental leave is contingent upon execution
85 of a signed agreement. An employee shall request the use of paid parental leave in writing and sign a
86 written agreement detailing the terms of the paid parental leave. These forms must be completed no later
87 than three months prior to the anticipated beginning of the leave and the leave must occur no later than a
88 semester immediately following the birth or adoption event. A shorter notice period may be permitted on
89 a case-by-case basis, for good cause and/or special circumstances at the discretion of the university's
90 representative. Paid parental leave is separate from, but may run concurrent with, medical or FMLA
91 leave.

92 (3) **Commitment to Return.** The employee must agree in writing to return to University
93 employment for at least one academic year following participation in the program or reimburse UCF
94 within 60 days. This time does not include time awarded for a sabbatical or other type of leave. For
95 example, it would be possible for a nine-month employee to take a sabbatical and then opt for the paid
96 parental leave program. In that case, the employee would need to return to active university service for
97 one year for each of the programs; in this example, two academic years.

98 (4) **Repayment and Reimbursement.** Repayment of salary, retirement, benefits, and expenses
99 received during paid parental leave shall be required in those instances where payments are made in the
100 absence of a signed agreement by the employee, or when the employee fails to comply with the terms of
101 the program. An employee who makes use of paid parental leave and who remains in University

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employment for at least one academic year (calendar year for non-instructional faculty) following participation in the parental leave program shall have the total number of hours used deducted from the employee's sick leave and/or annual leave balance (with sick leave being deducted first) that the employee has remaining at the time of separation from the University, or upon transferring between an annual leave and non-annual leave accruing contract.

(5) Employees on paid parental leave cannot engage in outside employment unless approved in advance.

(6) Duration of paid parental leave.

Upon request, one of the following paid parental leave options shall be granted to employees as follows:

a. Twelve-month non-instructional, research, and clinical employees shall receive up to 16 contiguous weeks of paid parental leave;

b. Twelve-month instructional employees have the option of taking leave for the duration of the summer term (usually May 8 until August 7);

c. Nine- or twelve-month instructional employees may receive one regular (Fall or Spring) semester.

(b) Unpaid Parental Leave.

(1) An employee who is ineligible or chooses not to use modified instructional duties (MID) or paid parental leave, the employee may request and shall be granted an unpaid parental leave not to exceed six months.

(2) Employees on unpaid parental leave may use up to six weeks of accrued sick leave for the period of leave immediately following the birth of a child (or eight weeks following a C-Section). Parental leave beyond the six-week period may be covered by other accrued paid leave or remain a period of unpaid leave.

(3) The period of parental leave shall begin no more than two weeks before the expected date of the child's arrival. Employees must complete the appropriate forms 30 days before the anticipated date of birth or adoption.

a. the university's representative shall acknowledge to the employee in writing the period of leave to be granted, and the date of return to employment.

b. any illness/injury caused or contributed to by pregnancy, when certified by a health care provider, shall be treated as temporary disability if requested, and the employee shall be allowed to use accrued sick leave credits. In such a case, a Medical or Parental Leave Request Form and a UCF Medical Certification Form is required.

17.10 Sick Leave.

(a) Accrual of Sick Leave.

(1) A full-time employee shall accrue four hours of sick leave for each biweekly pay period, or the number of hours that are directly proportionate to the number of days worked during less than a full-pay period, without limitation as to the total number of hours that may be accrued.

(2) A part-time employee shall accrue sick leave at a rate directly proportionate to the percent of time employed.

(b) Uses of Sick Leave. It is the responsibility of the employee to report sick leave when any scheduled time (such as a meeting, office hours, teaching, committee work), or if, due to illness or hospitalization, fewer than eighty hours are worked during the reporting time period. The employee has an obligation to inform their chair/supervisor as far in advance as possible to mitigate disruption to the department/college. When utilizing sick leave, it is not permissible to engage in outside employment or to receive payment for services.

(1) Sick leave shall be accrued before being taken, provided that an employee who participates in a sick leave pool shall not be prohibited from using sick leave otherwise available to the employee through the sick leave pool.

(2) Sick leave shall be authorized for the following:

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153 a. The employee's personal illness/injury, exposure to a contagious disease which would
154 endanger others, or disability where the employee is unable to perform his/her assigned duties.

155 b. The employee's personal appointments with a health care provider.

156 c. The illness/injury of a member of the employee's immediate family, at the discretion of
157 the supervisor. Approval of requests for use of reasonable amounts of sick leave for caring for a member
158 of the employee's immediate family shall not be unreasonably withheld.

159 d. The death of a member of the employee's immediate family, at the discretion of the
160 supervisor. Approval of requests for use of reasonable amounts of sick leave for the death of a member of
161 the employee's immediate family shall not be unreasonably withheld.

162 (3) A continuous period of sick leave commences with the first day of absence and includes all
163 subsequent days until the employee returns to work. For this purpose, Saturdays, Sundays, and official
164 holidays observed by the State shall not be counted unless the employee is scheduled to work on such
165 days. During any seven-day period, the maximum number of days of sick leave charged against any
166 employee shall be five days, or 40 hours.

167 (4) An employee who requires the use of sick leave must notify their immediate supervisor as
168 soon as practicable and shall report such leave in accordance with UCF's timekeeping procedures.

169 (5) An employee who becomes eligible for the use of sick leave while on approved annual leave
170 shall, upon notifying their immediate supervisor, substitute accrued sick leave to cover such
171 circumstances.

172 (c) Certification. If an employee's request for absence or absence exceeds four consecutive days, or if
173 a pattern of absence is documented, the University may require an employee to furnish certification
174 signed by an attending health care provider affirming the medical reasons necessitating the absence and/or
175 the employee's ability to return to work. If the medical certification furnished by the employee is not
176 acceptable, the employee may be required to submit to a medical examination by a health care provider
177 who is not a University staff member, and which shall be paid for by the University. If the medical
178 certification indicates that the employee is unable to perform assigned duties, the university's
179 representative may place the employee on compulsory leave under the conditions set forth in that Section.

180 (e) Payment for Unused Sick Leave.

181 (1) An employee with less than ten years of University service who separates from the University
182 shall not be paid for any unused sick leave.

183 (2) An eligible employee who has completed ten or more years of University service, has not
184 been found guilty or has not admitted to being guilty of committing, aiding, or abetting any
185 embezzlement, theft, or bribery in connection with University service, or has not been found guilty by a
186 court of competent jurisdiction of having violated any State law against or prohibiting strikes by public
187 employees, and separates from the University because of retirement for other than disability reasons,
188 termination, or death, shall be compensated for the employee's unused sick leave at the employee's
189 current regular hourly rate of pay for one-fourth of all unused sick leave accrued provided that one-fourth
190 of the unused sick leave does not exceed 480 hours.

191 (3) An eligible employee with ten or more years of University service shall be paid for unused
192 sick leave as indicated above. For an employee who is re-employed by the University within twelve
193 calendar months following layoff, all unused sick leave shall be restored to the employee, provided the
194 employee requests such action in writing and repays the full amount of any lump sum leave payments
195 received at the time of layoff.

196 (4) All payments for unused sick leave shall be made in lump sum and shall not be used in
197 determining the average final compensation of an employee in any State administered retirement system.
198 An employee shall not be carried on the payroll beyond the last official day of employment, except that
199 an employee who is unable to perform duties because of a disability may be continued on the payroll until
200 all sick leave is exhausted.

201 (5) If an employee has received a lump sum payment for accrued sick leave, the employee may
202 elect in writing, upon re-employment within 100 days, to restore the employee's accrued sick leave.
203 Restoration will be effective upon the repayment of the full lump sum leave payment.

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(6) In the event of the death of an employee, payment for unused sick leave at the time of death shall be made to the employee's beneficiary, estate, or as provided by law.

17.11 Job-Related Illness/injury.

(a) An employee who sustains a job-related illness/injury that is compensable under the Workers' Compensation Law shall be carried in full-pay status for a period of medically certified illness/injury not to exceed seven days immediately following the illness/injury, or for a maximum of forty work hours if taken intermittently without being required to use accrued sick or annual leave.

(b) If, as a result of the job-related illness/injury, the employee is unable to resume work at the end of the period provided in the Article above:

(1) The employee may elect to use accrued leave in an amount necessary to receive salary payment that will increase the Workers' Compensation payments to the total salary being received prior to the occurrence of the illness/injury. In no case shall the employee's salary and Workers' Compensation benefits exceed the amount of the employee's regular salary payments; or

(2) The employee shall be placed on leave without pay and shall receive normal Workers' Compensation benefits if the employee has exhausted all accrued leave, or the employee elects not to use accrued leave.

(c) This period of leave with or without pay shall be in accordance with Chapter 440 (Worker's Compensation), Florida Statutes.

(d) If, at the end of the leave period, the employee is unable to return to work and perform assigned duties, the University's representative shall advise the employee, as appropriate, of the Florida Retirement System's disability provisions and application process, and may, based upon a current medical certification by a health care provider prescribed in accordance with Chapter 440 (Worker's Compensation), Florida Statutes, and taking the University's needs into account:

(1) offer the employee part-time employment;

(2) place the employee on leave without pay status or extend such status;

(3) request the employee's resignation; or

(4) release the employee from employment, notwithstanding any other provisions of this Agreement.

17.12 Compulsory Leave.

(1) Placing Employee on Compulsory Leave.

a. If an employee is perceived to be unable to perform assigned duties due to illness/injury, medical certification, the president or representative may require the employee to submit to a medical examination, the results of which shall be released to the University, by a health care provider chosen and paid by the University, or by a health care provider chosen and paid by the employee who is also acceptable to the president or representative. Such health care provider shall submit the appropriate medical certification(s) to the University.

b. If the University agrees to accept the employee's choice of a health care provider the University may not then require another University-paid examination.

c. If the medical examination confirms that the employee is unable to perform assigned duties, the president or representative shall place the employee on compulsory leave.

(2) Conditions of Compulsory Leave.

a. Written notification to the employee placing the employee on compulsory leave shall include the duration of the compulsory leave period and the conditions under which the employee may return to work. These conditions may include the requirement of the successful completion of, or participation in, a program of rehabilitation or treatment, and follow-up medical certification(s) by the health care provider, as appropriate.

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b. The compulsory leave period may be leave with pay or leave without pay. If the compulsory leave combines the use of accrued leave with leave without pay, the use of such leave shall be in accordance with this Article.

c. If the employee fulfills the terms and conditions of the compulsory leave and receives a current medical certification that the employee is able to perform assigned duties, the president or representative shall return the employee to the employee's previous duties, if possible, or to equivalent duties.

(3) Duration. Compulsory leave, with or without pay, shall be for a period not to exceed the duration of the illness/injury or one year, whichever is less.

(4) Failure to Complete Conditions of Compulsory Leave or Inability to Return to Work. If the employee fails to fulfill the terms and conditions of a compulsory leave and/or is unable to return to work and perform assigned duties at the end of a leave period, the president or representative should advise the employee, as appropriate, of the Florida Retirement System's disability provisions and application process, and may, based upon the University's needs:

- a. offer the employee part-time employment;
- b. place the employee in leave without pay status in or extend such status;
- c. request the employee's resignation; or
- d. release the employee from employment, notwithstanding any other provisions of this

Agreement.

17.13 Annual Leave.

(a) Accrual of Annual Leave. Academic year employees and employees appointed for less than nine months shall not accrue annual leave.

(1) Full-time employees appointed for more than nine months shall accrue annual leave at the rate of 6.77 hours biweekly and the hours accrued shall be credited at the conclusion of each pay period or, upon termination, at the effective date of termination. Employees may accrue annual leave in excess of the year end maximum during a calendar year. Employees with accrued annual leave in excess of the year end maximum as of December 31, shall have any excess converted to sick leave on an hour-for-hour basis in the pay period containing January 1 of each year.

(2) Part-time employees appointed for more than nine months shall accrue annual leave at a rate directly proportionate to the percent of time employed.

(b) Use and Transfer of Annual Leave.

(1) Annual leave shall be accrued before being taken. All requests for annual leave shall be submitted by the employee to the supervisor as far in advance as possible. Approval of the dates on which an employee wishes to take annual leave shall be at the discretion of the supervisor and shall be subject to the consideration of departmental/unit and organizational scheduling.

(c) Payment for Unused Annual Leave.

(1) Prior to termination from an annual leave accruing contract, or transfer from an annual leave accruing contract to an academic year contract, the university's representative shall determine whether the employee has the ability to reduce their accrued annual leave balance prior to termination or reassignment to an academic year contract. If the employee does not have the opportunity to reduce the balance, the University shall pay the employee for up to forty-four days (352 hours) of unused annual leave. Payment of the accrued annual leave shall be at the employee's last rate of pay under which they were paid in the annual leave accruing position. All unused annual leave in excess of forty-four days (352 hours) shall be forfeit.

(2) In the event of the death of an employee, payment for all unused annual leave at the time of death, up to 352 hours, shall be made to the employee's beneficiary, estate, or as provided by law.

17.14 Administrative Leaves.

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(a) Jury Duty and Court Appearances.

(1) An employee who is summoned as a member of a jury panel or subpoenaed as a witness in a matter not involving the employee's personal interests, shall be granted leave with pay and any jury or witness fees shall be retained by the employee; leave granted hereunder shall not affect an employee's annual or sick leave balance.

(2) An appearance as an expert witness for which an employee receives professional compensation falls under the Conflict of Interest/Commitment Article 19 and the University's policies and regulations relative to outside employment/conflict of interest. Such an appearance may require the employee to request annual leave or, if a non-annual leave accruing employee, may request a modified work schedule.

(3) If an employee is required, as a direct result of their employment, to appear as an official witness to testify in the course of any action as defined in Section 92.142(2), Florida Statutes, such duty shall be considered a part of the employee's job assignment, and the employee shall be paid per diem and travel expenses and shall turn over to the University any fees and other expense reimbursement received.

(4) An employee involved in personal litigation during work hours must request annual leave or, if a non-annual leave accruing employee, must request a modified work schedule or record leave without pay.

(b) Military Leave.

(1) Short-term Military Training. An employee who is a member of the United States Armed Forces Reserve, including the National Guard, upon presentation of a copy of the employee's official orders, letter from the Commanding Officer or appropriate military certification, shall be granted leave with pay during periods in which the employee is engaged in annual field training or other active or inactive duty for training exercises. Such leave with pay shall not exceed two hundred and forty hours in any one university fiscal year (July 1 – June 30). Additional leave for training may be taken as ordered by the military, however annual leave, compensatory leave or leave without pay may be utilized to cover the additional time necessary for training.

(2) National Guard State Service. An employee who is a member of the Florida National Guard shall be granted leave with pay on all days when ordered to active service by the State. Such leave with pay shall not exceed thirty days at any one time.

(3) Other Military Leave.

a. An employee, except an employee who is employed in a temporary position or employed on a temporary basis, who is drafted, who volunteers for active military service, or who is ordered to active duty (not active duty training) shall be granted leave in accordance with Chapter 43 of Title 38, United States Code.

b. Such leave of absence shall be verified by official orders or appropriate military certification. The first thirty days of such leave shall be with full pay and shall not affect an employee's annual or sick leave balance. The remainder of military leave shall be without pay unless the employee elects to use accumulated annual leave or appropriate leave as provided in this Article, or the employer exercises its option to supplement the employee's military pay. Leave payment for the first thirty days shall be made only upon receipt of documentation from appropriate military authority.

c. Applicable provisions of Federal and State law shall govern the granting of military leave and the employee's re-employment rights.

d. Use of accrued leave is authorized during a military leave without pay in accordance with this Article.

(c) Leave Pending Investigation. When the University's representative has reason to believe that the employee's presence on the job will adversely affect the operation of the University, the University's representative may immediately place the employee on leave pending investigation of the event(s) leading to that belief. The leave pending investigation shall commence immediately upon the university's representative providing the employee with a written notice. The leave shall be with pay, with no reduction of accrued leave.

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(d) Other Leaves Provided Not Affecting Accrued Leave Balances. An employee may be granted other leaves not affecting accrued leave balances which are provided as follows:

(1) Florida Disaster Volunteer Leave is provided for an employee who is a certified disaster service volunteer of the American Red Cross. Leave of absence with pay for not more than fifteen working days in the fiscal year may be provided upon request of the American Red Cross and the employee's supervisor's approval. Leave granted under this act shall be only for services related to a disaster occurring within the boundaries of the State of Florida.

(2) Civil disorder or disaster leave is provided for an employee who is member of a volunteer fire department, police auxiliary or reserve, civil defense unit, or other law enforcement type organization to perform duties in time of civil disturbances, riots, and natural disasters, including an employee who is a member of the Civil Air Patrol or Coast Guard Auxiliary, and called upon to assist in emergency search and rescue missions. Such paid leave not affecting leave balances may be granted upon approval by the university's representative and shall not exceed two days on any one occasion.

(3) Athletic competition leave is provided for an employee who is a group leader, coach, official, or athlete who is a member of the official delegation of the United States team for athletic competition. Such paid leave not affecting leave balances shall be granted for the purpose of preparing for and engaging in the competition for the period of the official training camp and competition, not to exceed 30 days in a calendar year.

(4) Leave for re-examination or treatment with respect to service-connected disability is provided for an employee who has such rating by the United State Department of Veterans Affairs and has been scheduled to be reexamined or treated for the disability. Upon presentation of written confirmation of having been so scheduled, such leave not affecting the employee's leave balances shall be approved and shall not exceed six calendar days in any calendar year.

(e) Official University Closings. The University's representative may close the University, or portions of the University, in accordance with University policies and regulations relating to natural disasters or other emergencies. Such closings will be only for the period it takes to restore normal working conditions. Leave resulting from such an emergency closing shall not reduce employees' leave balances and should be recorded as administrative (ADM) leave. University closures that cause leave-earning employees to miss regularly scheduled assigned time (such as office hours, departmental meeting, etc.) shall be reported by the employee after such an event as ADM in accordance with UCF's timekeeping procedures.

17.15 Leave Without Pay.

(a) Granting. If a leave is in the best interests of the university, the university's representative has the ability to grant an employee's request for a leave without pay for a period not to exceed one year. Such leave may be extended upon mutual agreement. Employees on leave without pay must update their conflict of interest/commitment forms if there is any change from their last report. Employees given leaves of more than twelve weeks must return to the University for at least one academic year after their return. If the employee fails to return to the University for at least two consecutive semesters following participation in the program, all fringe benefits must be repaid to the University within 60 days for resignation or job abandonment.

(b) Salary Adjustment. The salary of an employee returning from uncompensated leave shall be adjusted to reflect all non-discretionary increases distributed during the period of leave. Such leave will not affect eligibility to participate in any special salary incentive programs such as the Research Incentive Award.

(c) Retirement Credit. Retirement credit for such periods of leave without pay shall be governed by the rules and regulations of the Division of Retirement and the provisions of Chapter 121, Florida Statutes.

(d) Accrual of Leave/Holiday Pay. While on leave without pay, the employee shall retain accumulated sick leave and annual leave, but shall not accrue sick leave or annual leave nor be entitled to holiday pay.

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(e) Use of Accrued Leave During an Approved Period of Leave Without Pay.

(1) Use of accrued leave with pay is authorized during a leave of absence without pay for parental, foster care, medical, or military reasons. Such use of leave with pay is provided under the following conditions:

a. Notwithstanding the provisions of this Article regarding the use of sick leave, an employee may use any type of accrued leave in an amount necessary to cover the employee's contribution to the State insurance program and other expenses incurred by the employee during an approved period of leave without pay. Under such circumstances, the employee must use a minimum of ten accrued leave hours per week.

b. Normally use of accrued leave during a period of leave without pay for parental or medical reasons shall be approved for up to six months, but may be approved for up to one year for the serious health condition of the employee or a member of the employee's immediate family.

c. The employer contribution to the State insurance program shall continue for the corresponding payroll periods.

(2) An employee's request for the use of accrued leave during a period of leave without pay shall be made at the time of the employee's request for the leave without pay. Such request shall include the amount of accrued leave the employee wishes to use during the approved period of leave without pay. If circumstances arise during the approved leave that cause the employee to reconsider the combination of leave with and without pay, the employee may request approval of revisions to the original approval, which will be reviewed by the University.

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