

POLICY 11
APPROVED AND UNAPPROVED ABSENCES

Rule 11.02 - Approval of Leaves/Administration

All leaves of absence are subject to departmental approval. Special leaves are also subject to approval by the head of campus human resources office.

Any absence from work that is not (a) an approved leave, or (b) at the instruction of an employee's supervisor, or (c) granted as one of the stated excused absences shall be entered on the employee's record as an unexcused absence for which vacation and personal leave may not be charged.

Regulations

11.021 Requests for Leave

Employee seeking approval of any leave of absence or any extension of a leave shall present requests to their supervisors who shall act upon them pursuant to the procedures of the employing unit. A request shall include information as to the nature, duration, and justification for the requested leave or extension of leave. To the extent feasible, this must be done in advance of commencing a leave. In order to insure consistent and uniform application of policy in the granting of leaves of absence, supervisors and employees are invited to seek the advice of the campus human resources office staff.

11.022 Employing a Replacement While an Employee is on Leave

For information or assistance regarding the procedures for employing a replacement while an employee is on leave, employing units should consult the campus human resources office. The human resources staff shall advise the unit on the appropriate type of replacement. A temporary replacement may be employed where the leave is to be of short duration. A permanent replacement may be employed where the leave is to be of longer duration, such as an extended disability or service in the Armed Forces.

11.023 Return from Leave

When a temporary replacement is employed, the unit head is responsible for maintaining periodic contact with the employee during the leave and for insuring that any required documentation, such as medical opinion, is obtained in a timely manner to support the employee's return to work or extension of leave.

When a permanent replacement is employed, the campus human resources office will maintain periodic contact with the employee during the leave to plan appropriately for the employees' return to work. The human resources office staff will review the capability of the original employing unit to reinstate the employee returning from leave,

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Regulations (Continued)

and arrange appropriate placement within the University when the originating unit is unable to reemploy.

11.024 Notice to the State Universities Civil Service System

The campus human resources office will provide notice of leave requests processed as required by the State Universities Civil Service System.

11.025 Continuous Use of Accrued Benefits

If an employee is on a leave of absence and is intending to use accrued benefits, those accrued benefits must be used at the beginning of the leave on a continuous basis, not intermittently during the leave. For example, an employee who is on a 30-day leave and who has 10 days of accrued benefits must use the 10 days continuously at the beginning of the leave, and not use 2 or 3 days of benefits each week alternating with leave without pay during the 30-day leave period.