

POLICY 11
APPROVED AND UNAPPROVED ABSENCES

Rule 11.01 - Eligibility

An employee in a trainee, apprentice, learner, or status appointment is eligible for all types of leaves and excused absences. An employee in a temporary appointment is eligible only for excused absences. An employee in a provisional appointment intended to be permanent is eligible for all types of leaves and excused absences; however, employment following a leave is also subject to the conditions of provisional appointments stated in Section 250.70 of the State Universities Civil Service Statute and Rules. This rule provides that a provisional employee who has not qualified by examination may continue to be employed, providing no candidate is available for appointment from the appropriate register.

An employee who is absent on a leave or excused absence without pay may charge the absence to vacation and personal leave up to the amount accumulated at the beginning of the leave.