POLICY 11
APPROVED AND UNAPPROVED ABSENCES

Rule 11.14 - Excused Absences Without Pay

Employing units have the authority to approve absences without pay. Certain absences requested by an employee will be excused as described below. These absences will be considered excused absences without pay unless an employee charges the absence to accrued vacation and personal leave.

A. Employees may be excused to attend to personal business, University operations permitting, subject to prior approval from their employing units. An absence (including tardiness) occasioned by factors beyond the employee’s control and for reasons which are satisfactory to the employing unit will be considered an excused absence.

B. An employee who requests time to vote in any national, state, or local election will be excused for a time not to exceed two (2) hours, if such request is made to the employing unit no later than one (1) day before the election.

C. An employee who requests time to attend school conferences or classroom activities related to the employee’s child, will be excused when such conferences or activities cannot be scheduled during nonwork hours, in accordance with the School Visitation Rights Act 820 (ILCS 147/1 et seq.).

Regulation

11.141 Duration of Absences

Excused absences as authorized under Rule 11.14A are intended to be of short duration, e.g., a day or two. However, the time duration may be extended by the employing unit with justifiable cause, but not beyond thirty (30) consecutive workdays. An employee who needs to be absent without pay for more than thirty (30) consecutive workdays shall apply for approval of a special leave (see Rule 11.06).