





Absence Entitlement

Sick, Parental, Family Care and Military Exigency Absence

Employees who meet eligibility are entitled to up to 12 weeks<sup>1</sup> of absence within a rolling year for all events. The 12 -week entitlement for all events runs concurrently. If an employee has in excess of 12 weeks of paid leave, the entitlement is not limited to 12 weeks. Because a rolling year is the 12 month period measured backward from the date of each absence, an employee's entitlement can change by the day. Paid and unpaid leave for all reasons except military caregiver within the rolling year count against the 12- week absence entitlement.

For a birth, adoption, or foster care event, the absence begins upon the employee's request; however, it may not be used prior to the date of birth, custody, or placement, except when required for adoption or foster care placement to proceed. The event shall all expire one year from the date of birth, adoption, or placement for foster care, regardless of whether or not the entire absence entitlement has been used.

Unpaid parental leave shall not be used while incapacitated from childbirth. Paid or unpaid sick leave is available prior to TJ -0.005 Tc 0.075r3 ( )-1075 Tw -479 2 -46.578 -Tw -479 2 -i20.2 (e)P0.6 (i)-1 (e)0.7 P8(oTJS.7 ( )1Fr )0.6 (3 (f)6.11.075

caregiver absences that are medically necessary may be taken on an intermittent or reduced -time basis for up to 26 weeks within a single 12 month period.

For all intermittent or reduced -time absences for planned medical treatment, the employee shall attempt to develop a schedule, working cooperatively with the supervisor, which meets the employee's needs with consideration to the times that are least disruptive to normal operations, subject to the approval of the health care provider. Employees are expected to continue to follow applicable procedures for requesting absences, including the call -

Options When Not Eligible or Entitled to FMLA Absence

Employees have the following options when they are not eligible or entitled to FMLA: Use available paid leave that was not used at the commencement of the absence subject to ordinary provisions for the use of those leave types; request to use regular/approved leave without pay subject to ordinary provisions for the use of this leave; return to work; resign; or apply for regular or disability retirement.

IMPORTANT: An employee who wishes to apply for a regular or disability retirement must do so prior to resigning or being separated from employment.

If an option is not selected, employees may be subject to disciplinary action up to and including involuntarily termination from employment.

New Employees

Permanent employees with less than one year of service may be eligible for up to 13 weeks of LWOP absence without benefits for absences of at least two consecutive weeks. Note: Only one occasion within a rolling year will be approved.

Return to Work

Employees should notify their supervisor at least 24 hours in advance of their expected return to work. If the form does not cover the period of absence, an updated form or other type of release from the health care provider to return to work will be required. If the health care provider releases the employee to return to work with limitations, the job duty restrictions must be documented by the health care provider and approval to work with restrictions must be granted in writing before returning to work.

Return to Work Rights

Permanent employees with more than one year of service have the right to return to the same position or equivalent position, with regard to pay and skill, as the position held before going on leave for a combined period of 26 weeks (12 weeks of FMLA and the first 14 weeks of extended LWOP). If an employee has in excess of 26 weeks of paid leave, the employee has the right to return to the same or equivalent position held before the exhaustion of the paid leave.

At the expiration of the 26 weeks, employees have limited return rights. A permanent employee may be offered a position for which they are qualified, and for which a vacancy exists and the university intends to fill. If such a position is not available, the employee may be offered, during the remainder of the extension period, any position for which a vacancy exists and which the university intends to fill. Refusal to return to a position that is offered will terminate these return rights.

Benefits Continuation Information

Annual, sick, and personal leave continue to accrue based on regular hours paid. Holidays will be earned provided the employee is in a paid status the half day before and half day after the holiday.

Medical, dental, vision and group life insurance benefits through the State System will continue during the 12 weeks of an FMLA absence and the first 14 weeks of extended leave without pay, as long as the employee continues to pay any applicable employee share of premiums. Missed premiums will be billed by the central office of the State System. Employees must contact their University Human Resource office to add any new dependents to the medical and/or dental and vision

