



UTAH VALLEY UNIVERSITY

Policies and Procedures

POLICY TITLE	Leave of Absence	Policy Number	361
Section	Human Resources	Approval Date	December 5, 2019
Subsection	Compensation and Benefits	Effective Date	December 5, 2019
Responsible Office	Office of the Vice President of Planning, Budget, and Human Resources		

1.0 PURPOSE

1 1.1

2.0 REFERENCES

2 2.1 Utah State Code Sections 39-1-35, 39-1-36, 39-3-1, 39-3-2, and 49-11-402.

3 2.2 UVU Policy 360 *Family and Medical Leave (FMLA)*

4 2.3 UVU Policy 640 *Faculty Sabbatical Leave*

3.0 DEFINITIONS

5 3.1 **FMLA leave:** Leave taken pursuant to the *Family Medical Leave Act (FMLA)*.

4.0 POLICY

6 4.1 **Vacation (Executive, Exempt, and Non-exempt Staff)**

7 4.1.1 **General Information**

8 4.1.1.1 The vacation year is defined as the period beginning on January 1 and ending December
9 31. Maximum accrued vacation as later defined is calculated as of January 1. Vacation accrual
10 covers each pay period (semi-monthly). Employees must be hired on or before the 10th of the
11 month to receive vacation for the first half of the month and on or before the 25th of the month to
12 receive vacation for the second half of the month. Terminating employees must work through the
13 10th of the month to receive vacation for the first half of the month and through the 25th of the
14 month to receive vacation for the second half of the month.

15



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16 **4.1.2 Eligibility for Vacation Leave**

17 **4.1.2.1** Salaried staff employees are eligible for vacation leave. Employees hired on an
18 emergency, hourly, seasonal, temporary, or per diem basis are not eligible for vacation leave.

19 **4.1.3 Standard Vacation Policy**

20 **4.1.3.1** Executives accrue vacation at the rate of two days per month (16 hours), 24 days per 12
21 months (192 hours).

22 **4.1.3.2** Exempt staff accrue vacation on a monthly basis as follows:

Years of Service	Rate at Which Vacation Is Accrued
0–3	15 days per 12 months (120 hours) 1.25 days per month (10 hours)
4–6	18 days per 12 months (144 hours) 1.5 days per month (12 hours)
7–9	21 days per 12 months (168 hours) 1.75 days per month (14 hours)
10+	24 days per 12 months (192 hours) 2 days per month (16 hours)

23 **4.1.3.2.1** Professional/administrative staff on less than 12-month appointments earn vacation at
24 the appropriate monthly rate for the years of service over the number of months they are
25 employed. Increased vacation rates for professional/administrative employees begin in the first
26 month of the 4th, 7th, and 10th years of service as calculated from their individual date of
27 employment.

28



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29 **4.1.3.3** All full-time classified staff accrue vacation on a monthly basis as follows:

Years of Service	Rate at Which Vacation Is Accrued
0–3	12 days per 12 months (96 hours) 1 day per month (8 hours)
4–6	15 days per 12 months (120 hours) 1.25 days per month (10 hours)
7–9	18 days per 12 months (144 hours) 1.5 days per month (12 hours)
10–13	21 days per 12 months (168 hours) 1.75 days per month (14 hours)
14+	24 days per 12 months (192 hours) 2 days per month (16 hours)

30 **4.1.3.3.1** Non-exempt staff on less than 12-month appointments earn vacation at the appropriate
31 rate for the months employed. Increased vacation rates for these employees begin in the first
32 month of the 4th, 7th, and 10th years of service as calculated from their individual date of
33 employment.

34 **4.1.3.4** Vacation leave may be used at the convenience of the department and with the approval
35 of the supervisor upon completion of two full semi-monthly periods of satisfactory employment.
36 Employees are encouraged to use rather than accumulate vacation time. A maximum of 30 days
37 may be carried forward from one vacation year to the next. Upon permanent termination an
38 employee may be paid for up to 30 days (240 hours) of accrued leave, plus any days/hours
39 accrued during the current vacation year.

40 **4.1.3.5** Approved vacation leave slips must be submitted to Human Resources in a timely
41 manner to provide employees with the correct leave balances on their check stub.

42 **4.2 Sick Leave**

43 **4.2.1 General Information**

44 **4.2.1.1** The sick leave year is defined as the period beginning on January 1 and ending December
45 31.



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46 **4.2.2 Eligibility for Sick Leave**

47 **4.2.2.1** Salaried employees are eligible for sick leave. Employees hired on an emergency, hourly,
48 seasonal, temporary, or per diem basis are not eligible for personal leave.

49 **4.2.3 Definition**

50 **4.2.3.1** *Immediate family*: For the purpose of this section, immediate family is defined as:
51 spouse and children (including stepchildren), and parents of either spouse.

52 **4.2.4 Accrual of Sick Leave**

53 **4.2.4.1** All salaried full-time employees accrue sick leave at the rate of one day (faculty 7 hours,
54 staff 8 hours) for each full calendar month served.

55 **4.2.4.2** All salaried employees working less than full-time accrue sick leave in proportion to time
56 worked.

57 **4.2.4.3** Sick leave may be used after completion of two full semi-monthly periods of satisfactory
58 employment.

59 **4.2.4.4** All unused days may be carried forward from one year to the next. Accrued sick leave is
60 forfeited upon termination.

61 **4.2.4.5** An employee may not use their sick leave longer than five months without applying for
62 Long-Term Disability and Social Security Disability. Approval or denial of disability benefits
63 will not affect an employee's use of accrued sick leave.

64 **4.2.4.6** Sick leave may be used for the illness or preventive care of the employee or for the
65 illness or preventive care of immediate family members.

66 **4.2.4.7** Sick leave taken in excess of the amount accrued shall be charged to personal leave,
67 vacation leave, or leave without pay.

68 **4.2.4.8** The University reserves the right to require medical documentation for absences due to
69 illness or injury.

70 **4.2.5 Sick Leave Incentive Program**

71 **4.2.5.1** After an executive, exempt staff, or non-exempt staff has accumulated 18 unused sick
72 leave days (144 hours), that employee is eligible for the sick leave incentive program in the next
73 calendar year. Employees who qualify shall be given an opportunity to convert unused sick leave
74 days accumulated during the previous calendar year on a two-to-one basis for a maximum of
75 four vacation leave days (32 hours). Employees' elected conversion of sick leave days to
76 vacation leave days shall be effective on March 1 of the current calendar year; eligible



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77 employees must be employed by the University on the effective date to receive their elected
78 conversions.

79 **4.3 Personal Leave**

80 **4.3.1 General Information**

81 **4.3.1.1** Personal leave year is defined, for all employees except faculty, as the period beginning
82 January 1 and ending December 31. Personal leave year for faculty is defined as the period
83 starting July 1 and ending June 30.

84 **4.3.2 Eligibility for Personal Leave**

85 **4.3.2.1** Salaried employees are eligible for personal leave. Employees hired on an emergency,
86 hourly, seasonal, temporary, or per diem basis are not eligible for personal leave.

87 **4.3.3 Accrual of Personal Leave**

88 **4.3.3.1 Full-time Executive, Exempt Staff, and Non-exempt Staff**

89 **4.3.3.1.1** Full-time salaried executive, professional/administrative, and classified employees have
90 available two days (16 hours) of personal leave per calendar year.

91 **4.3.3.2 Full-time Faculty**

92 **4.3.3.2.1** Full-time salaried faculty members have available 1.5 days of personal leave for each
93 full academic semester worked (21 hours) per fiscal year and a proportional allocation for
94 summer term.

95 **4.3.3.3 Less than Full-time Employees**

96 **4.3.3.3.1** Salaried employees, less than full-time, have available personal leave in proportion to
97 the time worked on an annual basis as appropriate for their particular job category.

98 **4.3.4 Use of Personal Leave**

99 **4.3.4.1** Personal leave may be used for personal business and emergencies that require the
100 employee's absence during regular working hours. The assumption of personal leave is that the
101 faculty member should arrange but not pay for appropriate coverage of classes missed as a result
102 of taking personal leave. The total number of personal leave days available in the fiscal year may
103 be utilized at any time during that fiscal year with the following provisions:

104

105 1) Personal leave may be used after completion of two full semi-monthly periods of satisfactory
106 employment.



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107 2) Personal leave may be used upon notification to the appropriate supervisor and completion of
108 appropriate arrangements for affected classes.

109 3) Personal leave taken in excess of the available amount per calendar year shall be charged to
110 vacation leave or leave without pay.

111 4) Unused personal leave may not be carried forward from one fiscal year to the next. Upon
112 termination, an employee is not compensated for and forfeits all unused personal leave.

113 **4.4 Parental Leave**

114 **4.4.1 General Information**

115 **4.4.1.1** For the purpose of bonding with or caring for a newborn or newly adopted child, the
116 eligible employee, regardless of employee gender, shall receive 10 workdays (faculty 70 hours,
117 staff 80 hours) of paid leave upon the adoption or birth of the employee's child.

118 **4.4.2 Eligibility for Parental Leave**

119 **4.4.2.1** Full-time, benefits-eligible employees are eligible for parental leave, regardless of the
120 employee's eligibility for FMLA leave.

121 **4.4.3 Use of Parental Leave**

122 **4.4.3.1** When the need for parental leave is foreseeable, the employee shall notify their
123 supervisor at least 30 days before the employee intends to take parental leave. Failure to provide
124 30 days' notice may result in the employee's request for parental leave being denied.

125 **4.4.3.2** Parental leave must be used within six months of the adoption or birth of the child.
126 Parental leave may be used intermittently or in a block of 10 consecutive workdays. Upon
127 termination, an employee will not be compensated for unused parental leave.

128 **4.4.4** Parental leave will run concurrently with job-protected leave such as leave pursuant to
129 FMLA leave. FMLA-eligible employees may take a total of up to 12 weeks of job-protected
130 medical leave in a rolling calendar year for pregnancy-related conditions, birth, and/or baby
131 bonding. Employees who have medical maternity leave or accrued sick, personal, and/or
132 vacation leave must apply such leave to any remaining FMLA leave taken beyond the 10-
133 workday parental leave.

134 **4.4.5** While on parental leave, the employee shall perform no work for UVU.

135 **4.5 Medical Maternity Leave**

136 **4.5.1** Full-time, benefits-eligible employees who give birth and provide medical certification are
137 eligible for up to six weeks of paid medical maternity leave due to the medical necessity of



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138 recovering from childbirth. Medical maternity leave may be used only in a single block of up to
139 six consecutive weeks, not intermittently. Upon termination, an employee will not be
140 compensated for any unused medical maternity leave.

141 **4.5.2** This paid leave begins immediately upon the birth of the child, regardless of the
142 employee's eligibility for FMLA leave. Medical maternity leave will run concurrently with job-
143 protected FMLA leave. FMLA-eligible employees may take a total of up to 12 weeks of job-
144 protected medical leave in a rolling calendar year for pregnancy-related conditions, birth, and/or
145 baby bonding. If an FMLA-eligible employee requires more than six weeks for medical recovery
146 from childbirth, the additional leave shall be charged to any remaining FMLA leave in the
147 following order:

- 148
- 149 1) Parental leave (paid)
- 150 2) Accrued sick leave (paid)
- 151 3) Personal leave (paid)
- 152 4) Accrued vacation leave (paid)
- 153 5) Any remaining FMLA leave (unpaid)

154 **4.5.3** While on medical maternity leave, the employee shall perform no work for UVU.

155 **4.5.4** Medical maternity leave is separate from parental leave. An employee may take parental
156 leave after taking medical maternity leave to recover from childbirth provided that the use of
157 parental leave complies with section 4.4 of this policy.

158 **4.6 Family Leave**

159 **4.6.1** See UVU Policy 360 *Family and Medical Leave (FMLA)*.

160 **4.7 Funeral Leave**

161 **4.7.1 Definition**

162 **4.7.1.1 Immediate family:** For the purpose of this section, immediate family is defined as:
163 employee's spouse and in-laws, grandparent, parent, brother, sister, child, and grandchild and
164 their immediate families (step-relatives in these categories are included).

165 **4.7.2 Policy**

166 **4.7.2.1 General Information**



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167 **4.7.2.1.1** Three days' time off with pay is authorized to all salaried employees in the case of a
168 death in the immediate family as defined above if considered reasonable and necessary by the
169 department head. Salaried employees may receive such leave for each occurrence.

170 **4.7.2.1.2** Additional days as determined necessary by the department head may be charged to
171 vacation leave, personal leave, or leave without pay.

172 **4.7.2.1.3** Salaried employees working less than 100 percent may receive this leave on a prorated
173 basis.

174 **4.8 Military Leave**

175 **4.8.1 Purpose**

176 **4.8.1.1** This policy provides guidelines for the call to active duty of university faculty and staff
177 who are members of any reserve branch of the United States Armed Forces or the National
178 Guard of Utah. It also applies to any faculty and staff who are not reserve or guard members who
179 may be called to active duty by the United States Armed Forces through any other means. This
180 policy complies with and is governed by Utah State Code Section 39-1-35, 39-1-36, 39-3-1, 39-
181 3-2, and 49-11-402.

182 **4.8.2 Annual Encampment**

183 **4.8.2.1** University employees that are members of the organized reserve of the United States
184 Armed Forces, including the National Guard of Utah, are entitled to leave of absence with full
185 pay not to exceed 15 working days per year for active duty at annual encampments or other
186 required active duty training. This leave shall be paid in addition to any annual vacation leave the
187 employee may have accrued.

188 **4.8.2.2** An eligible employee's accrued vacation and personal leave may be used for military
189 leave in excess of 15 working days.

190 **4.8.2.3** A copy of the orders requiring the attendance of an eligible employee for military leave
191 shall be attached to the request for leave with pay.

192



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193 4.8.3 Active Duty beyond Annual Encampments

194 4.8.3.1 Active Duty

195 4.8.3.1.1 University employees that are members of the organized reserve of the United States
196 Armed Forces, including the National Guard of Utah, who pursuant to military orders enter
197 active duty, shall upon request be granted a leave of absence from employment, but for no more
198 than five years.

199 4.8.3.1.2 An eligible employee may elect to use paid leave consisting of annual encampment
200 leave, not already used for the current calendar year, and accrued vacation and personal leave. At
201 the exhaustion of all paid leave, employees shall be granted the remainder of their active duty
202 leave as unpaid leave. If active duty continues into additional calendar years, annual
203 encampment leave shall not be granted for those additional years.

204 4.8.3.1.3 A copy of the orders requiring the attendance of an eligible employee for active duty
205 shall be attached to the request for leave.

206 4.8.3.2 Re-employment

207 4.8.3.2.1 Upon satisfactory release from active duty, an eligible employee who meets the
208 following requirements shall be permitted to return to employment with the University with
209 seniority, status, pay, and leave the employee would have had if he or she had not been absent
210 due to active duty. Requirements:

- 211
- 212 1) Requested and was granted leave due to active military duty.
 - 213 2) Position left was a continuous position and was not limited in duration.
 - 214 3) Time off due to active duty was for five years or less.
 - 215 4) Must be discharged or released from active duty under honorable conditions.
 - 216 5) Applied for re-employment with the University within 40 days after official separation from
217 active duty.

218 4.8.3.2.2 For employees that meet the above requirements, re-employment shall be made within
219 20 days after submission of application for re-employment. University employees that were on
220 active military leave for 30 days or less shall be reinstated to their previous job with the
221 University immediately upon return.

222 4.8.3.2.3 An employee returning from active military service may not, without cause, be
223 discharged or subjected to reduction of compensation for a period following a return to
224 employment depending on the length of their leave not to exceed one year. Reasonable



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225 accommodations for disabilities incurred while in military service shall be provided unless an
226 undue hardship to the University can be demonstrated. Tenure track faculty called to active duty
227 shall have the tenure clock stopped with no penalty incurring for the period of absence. A re-
228 adaptation period of up to two years, as negotiated with the department head and dean, and
229 approved by the Vice President of Academic Affairs, shall be granted to returning tenure track
230 faculty prior to the reinstatement of the tenure clock. The University shall not be prejudiced as to
231 employment, appointment, reappointment, re-employment, or probation by reason of an
232 employee's active military service.

233 **4.8.4 Retirement Benefits**

234 **4.8.4.1** According to federal law, under a defined benefit or defined contribution pension plan,
235 individuals whose employment is interrupted by military service must be given benefit accruals
236 for the period of military leave. Employees who are enrolled in Utah Retirement Systems or
237 other university-sponsored retirement plans, through their employment with the University, that
238 is absent from employment with the University by reason of an official call to full-time United
239 States military services, is eligible to receive service credit/contributions for that military service
240 as follows:

- 241
- 242 1) The employee, the University, or the employee and the University jointly shall make the
243 required payments, as determined by Utah Retirement Systems or other university-sponsored
244 retirement plans, to the retirement plan in which the member participated at the time of the
245 official call, according to the law governing that particular plan.
 - 246 2) Required payments shall be made during the period of full-time United States military service
247 or after the military service, but within a period not to exceed three times the period of military
248 service, prior to the member's retirement date, and up to a maximum of five years. Payments
249 made to an employee's retirement system after he or she returns to work will include
250 interest/investment earnings.
 - 251 3) Required payments shall be based on the member's compensation at the time of the official
252 military call.

253 **4.8.4.2** The member shall return to employment with the University upon receiving an honorable
254 discharge from military service and there may not be intervening employment outside of the
255 employment with the participating employer.

256 **4.8.5 Leave Benefits**

257 **4.8.5.1 Tuition Waiver Benefits**

258 **4.8.5.1.1** Tuition waiver benefits for dependents shall continue while the employee is on active
259 duty.



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260 4.8.5.2 Other Benefits

261 4.8.5.2.1 In the case of a call to active duty, the University shall continue medical, dental, and
262 life insurance, and long-term disability benefits at the same level that was provided immediately
263 prior to the call to active service, for 30 days beyond the date the employee begins active duty.
264 Beyond this 30-day benefit continuation period, other basic employee benefits shall be handled
265 as they are for any other employee taking a leave of absence or using annual leave: A "leave with
266 pay" using annual leave allows for the continuation of all benefits as if the employee were still
267 working. A "leave without pay" does not allow for the continuation of benefits paid by the
268 University, but does allow the employee to continue insurance benefits by paying the premiums
269 for such benefits under the COBRA continuation provisions of federal law.

270 4.8.5.2.2 The method of reinstatement of university benefits offered to full-time benefits-eligible
271 employees is as follows:

272

273 1) Health, life, and long-term disability insurance coverage begin the 1st day of the month for
274 employees rehired on the 1st working day of that month.

275 2) Health benefits for employees reinstated after the first working day of the month begin the
276 first of the month after rehire.

277 3) Retirement and leave benefits begin immediately upon rehire.

278 4.9 Jury and Witness Duty

279 4.9.1 Employees necessarily absent from work in compliance with an official requirement to
280 appear for jury service or respond to a subpoena to appear as a witness at a trial, deposition, or
281 other official proceeding will continue to receive the equivalent of full pay. This allowance
282 covers only time lost while actually engaged in jury service or attendance as a witness, and in
283 reasonable travel to and from the place of such service.

284 4.9.2 State compensation received for jury service should be turned over to Human Resources to
285 be deposited into the account from which the employee's salary is paid.

286 4.9.3 This policy does not apply when an individual appears in court in their own behalf.

287 4.10 Sabbatical Leave

288 4.10.1 See UVU Policy 640 *Faculty Sabbatical Leave*.

289



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290 **4.11 Administrative Leave**

291 **4.11.1 Purposes and Nature of Administrative Leave**

292 **4.11.1.1** Administrative leave is granted for a maximum of 12 calendar months to executive and
293 exempt staff who wish to pursue full-time programs of study, training, or experience related to
294 their position at the University. Administrative leave is not considered a reward for outstanding
295 service but is a part of a professional development plan designed to improve the employee's
296 service to the University. The granting of administrative leave is at the discretion of the President
297 with approval of the Board of Trustees.

298 **4.11.2 Eligibility for Administrative Leave**

299 **4.11.2.1** Full-time salaried executive and exempt staff are eligible to apply for administrative
300 leave after three full years of continuous service at the University, provided no other
301 administrative or sabbatical leave with pay or partial pay has been taken during this three-year
302 period.

303 **4.11.3 Application for Administrative Leave**

304 **4.11.3.1** Administrative leave is granted by the Board of Trustees upon recommendation by the
305 President. Signatures of other appropriate administrative officers must also be obtained as a part
306 of the application process.

307 **4.11.3.2** Applicants for administrative leave must file an application at least three calendar
308 months prior to the requested beginning date. The application should contain a statement of the
309 applicant's educational, training, or experience plan; the reason for requesting the leave; the
310 benefit to the University should the leave be approved; the length of time applied for; and other
311 essential data to adequately justify granting the leave. Application forms are available in the
312 offices of Human Resources, dean, and vice president.

313 **4.11.4 Remuneration during Administrative Leave**

314 Salary payments by the University to individuals on administrative leave are calculated on the
315 basis of the salary for the period during which the leave takes place as follows:

- 316
- 317 1) Three consecutive years of service—30 percent of regular salary
 - 318 2) Four consecutive years of service—40 percent of regular salary
 - 319 3) Five consecutive years of service—50 percent of regular salary
 - 320 4) Six or more consecutive years of service—60 percent of regular salary



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321 **4.11.5** In addition, payment for accrued annual leave may be paid to employees on
322 administrative leave providing that the total remuneration per month does not exceed 100 percent
323 of the regular monthly salary.

324 **4.11.6** When an employee is not granted leave at a time when he or she becomes eligible and
325 makes formal application, the individual may be granted an additional 10 percent of salary for
326 each year of service beyond six years to a maximum of 10 years. Such remuneration shall be
327 granted only when, in the judgment of the President and the Board of Trustees, the applicant's
328 service to the University has been required for the proper operation of the University and the
329 requested leave is clearly to the direct benefit of the University.

330 **4.11.7 Benefits during Administrative Leave**

331 **4.11.7.1** To the extent permitted by law, employees on administrative leave are considered
332 employees of the University and receive full benefits during the period of the leave with the
333 exception of the accrual of sick leave.

334 **4.11.8 Intention to Return**

335 **4.11.8.1** Acceptance of administrative leave by the applicant certifies the employee's agreement
336 to return to the University following the expiration of the leave and to complete at least one full
337 year of service under the penalty of refunding the salary received during the leave period except
338 for that received in payment for accrued annual leave.

339 **4.11.9 Status upon Return**

340 **4.11.9.1** Upon return from administrative leave, an employee is entitled to a position in the same
341 rank, at the same seniority, and to the amount of sick leave accrued up to the commencement of
342 the leave.

343 **4.12 Community Service Leave**

344 **4.12.1 General Information**

345 **4.12.1.1** Upon return from administrative leave, an employee is entitled to a position in the same
346 rank, at the same seniority, and to the amount of sick leave accrued up to the commencement of
347 the leave.

348 **4.12.2 Procedure**

349 **4.12.2.1** Employees must schedule the time off with their supervisor.

350 **4.12.2.2** Employees must receive approval of the community service project from the PACE
351 Service Committee.



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352 **4.13 Leave without Pay**

353 **4.13.1 Eligibility for Leave without Pay**

354 **4.13.1.1** Full-time salaried employees who have provided at least six consecutive months of
355 service may be granted continuous leave of absence without pay upon approval of their written
356 application by the appropriate administrator, Human Resources, and the President.

357 **4.13.2 Intention to Return**

358 **4.13.2.1** Leave without pay shall not be granted unless the employee fully expects to return to
359 active service at the expiration of the leave. For leave of nine months or longer duration, the
360 employee is expected to notify the University of their intention to return not later than 60 days
361 prior to the expiration of the leave.

362 **4.13.3 Status upon Return**

363 **4.13.3.1** An employee granted a leave of absence without pay who returns to active service on or
364 before the expiration of the leave is entitled to a position in the same classification or status, at
365 the same seniority, and to the amount of sick and/or annual leave accrued at the commencement
366 of the leave.

367 **4.13.4 Categories of Leave without Pay**

368 **4.13.4.1** *Medical Leave:* For a period not to exceed 12 months for temporary illness or disability,
369 provided that the necessity for the leave is verified by written certification from a registered
370 medical practitioner. Illness due to pregnancy is treated as any other illness.

371 **4.13.4.2** *Educational/Professional Leave:* For a period not to exceed 12 months to pursue a
372 formal course of study or other professional/technical activity that will increase the value of the
373 employee's service to the University upon return.

374 **4.13.4.3** *Emergency Service Leave:* For a period not to exceed 12 months to perform technical or
375 specialized service for the State of Utah or the United States government during a period of
376 emergency.

377 **4.13.4.4** *Special Leave without Pay:* For an approved absence from duty for which another
378 category of leave with pay or leave without pay does not apply. Such leave is granted at the
379 discretion of the President upon recommendation and approval of the appropriate supervisor and
380 administrator.

381



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382 **4.14 Official Records**

383 **4.14.1** All official leave records are maintained in Human Resources. Supervisors are responsible
384 for reporting as soon as possible to Human Resources any employee absence to be recorded on
385 individual leave records. Human Resources shall round annual, sick, and personal leave to the
386 nearest 1/4 hour.

5.0 PROCEDURES

387

POLICY HISTORY		
	Temporary Emergency policy renewed.	UVU Board of Trustees
January 17, 2019	Approved for Policy Manual as a temporary emergency policy.	UVU Board of Trustees
March 6, 2003	Approved for Policy Manual.	UVU Board of Trustees



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Executive Summary: Policy 361 Leave of Absence

Date: October 31, 2019
Sponsor: Linda Makin
Steward: Judy Martindale
Policy Process: Temporary Emergency
Policy Action: **Renewal of Temporary Emergency**

Issues/Concerns (including fiscal, legal, and compliance impact):

In January 2019, the Board of Trustees approved limited scope revisions to Policy 361 Leave of Absence to implement medical maternity leave. This policy has not undergone substantive revision since 2003; thus, the revision is taking longer than originally anticipated. The revised policy will be presented to President’s Council in December for entrance into Stage Two. To continue medical maternity leave without interruption, we request the Board of Trustees renew Policy 361 Leave of Absence (temporary emergency) at their December 5, 2019, Board meeting.

Suggested Changes: None

Requested Approval from President’s Council: Approval to enter Stage One and Stage Two of the Temporary Emergency Policy Process

Proposed Drafting Committee: Linda Makin, Judy Martindale, Sami Morgan-Start, Marilyn Meyer, Karen Clemes

Target Date for Stage 1 Draft to Enter Stage 2: [Click here to enter a date.](#)

Target Date for Board of Trustees Review: 12/5/2019

Projected Timeline: [Leave blank. To be filled in by the Policy Office.]



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POLICY OFFICE DRAFT