



Authority Board of Trustees
Title Family Illness Leave
Responsible Office Human Resources
Subject Leave
Applies to Faculty in leave-earning positions, EPA Non-faculty and SPA Permanent Employees

History: First issued:

Additional References: OSP Family Illness Leave Policy

Related Policies: Family and Medical Leave Policy, Sick Leave Policy, Voluntary Shared Leave Policy

1. POLICY STATEMENT

Family Illness Leave is provided for an eligible employee to care for the employee's child, parent or spouse where that child, spouse or parent has a serious health condition. It is not provided for the employee's illness.

2. DEFINITIONS

See Family and Medical Leave Policy for definitions of child, parent, spouse, and serious health condition.

3. ELIGIBILITY

An employee's eligibility shall be based on the employee's months of service and hours of work as of the date the leave is to commence. An employee is eligible if he/she has twelve (12) months total service with the State and has been in pay status at least 1040 hours during the previous twelve (12) months. Temporary employees are not eligible for Family Illness Leave.

4. LEAVE AMOUNT

An eligible employee (full-time or part-time) is entitled to up to 52 weeks of leave without pay during a 5-year period to care for the employee's seriously ill child, spouse, or parent. Although this leave is without pay, an employee may elect to cover some or all

of the period of leave taken under this policy by using vacation, bonus, sick or voluntary shared leave. Leave earned under the Compensatory Time Off policy may also be used.

5. INTERMITTENT LEAVE OR REDUCED WORK SCHEDULE

Family Illness Leave may be taken all at one time or intermittently. If taken intermittently, it must be taken in units of one hour or more. Also, if taken intermittently or on a reduced work schedule, any portion of a week will be considered to be one week of Family Illness Leave.

6. HEALTH INSURANCE

While on unpaid Family Illness Leave, the employee may continue coverage under the State's health insurance program by paying the full premium cost (no contribution by the State).

7. CERTIFICATION

The University determines whether an employee qualifies for this leave. The University will use the same certification and recertification requirements as are used for Family and Medical Leave.

8. EMPLOYEE RESPONSIBILITY

The employee shall:

- Apply in writing to the supervisor for leave,
- Provide certification or recertification required by the agency,
- Give written notice of intention to return to work at least thirty days prior to the end of the leave, and
- Return to duty within or at the end of the time granted or notify the agency immediately when there is a decision not to return.

Failure to provide certification or recertification required by the University may result in dismissal for unacceptable personal conduct or separation due to continued unavailability for work.

If the employee does not give notice of the intention to return, the University is not required to provide reinstatement but may do so at its discretion. Failure to report at the expiration of a leave, unless an extension has been requested and approved, will be considered as a resignation.

9. REINSTATEMENT

Reinstatement to the same position or one of like status and pay must be made upon the employee's return to work unless other arrangements are agreed to in writing in advance of the employee's return to work.

10. TRANSFER

When an employee transfers to another university or agency, the University shall notify the receiving agency of the date and amount of any Family Illness Leave taken.

11. GRIEVANCE

Denial of leave requested is a grievable issue for employees.

Approved:



Linda R. McAbee, Vice Chancellor for Human Resources

Date: 1/10/08



Stanley F. Battle, Chancellor

Date: 1/10/08