

<b>University Enterprises, Inc. Policies and Procedures</b>	<b>Policy No. 545</b>
<b>Section:</b>	Human Resources
<b>Policy:</b>	Personal Leaves of Absence
<b>Revised Date:</b>	December 11, 1998

## Personal Leaves of Absence

### I. PURPOSE

To provide for employees' unpaid leaves of absence.

### II. SCOPE

This policy applies to regular University Enterprises, Inc. (UEI) employees.

### III. POLICY

Personal leaves of absence may be granted in unusual circumstances as determined by the UEI Executive Director or designee.

### V. DEFINITION

A. Personal Leave of Absence: an excused absence, without pay, beyond 10 working days. The maximum length of a personal leave of absence in combination with any other consecutive leave, renewal, or extension is one year.

### VI. PROCEDURES

- A. Eligibility: To be eligible, the employee must have maintained a satisfactory record of employment with UEI for a minimum of one year.
- B. Reasons for Leave: An employee may request a leave for personal reasons or to pursue further education opportunities.
- C. Insurance Premiums: The employee is responsible for paying the entire cost of his or her own group medical, dental, and life insurance coverage while on a personal leave of absence without pay. The employee should check with Human Resources for a payment schedule.
- D. Requests and Approvals:
  1. Request for leaves of absence, renewals or extensions should be submitted in writing to the supervisor at least 10 days prior to the commencement date of the leave.
  2. Approval of a personal leave of absence is made at the discretion of the employee's immediate supervisor with the concurrence of the department director, project director and the Executive Director or designee. Personal leave is a privilege, not a right, and may only be granted when the employee's absence will not be detrimental to unit operations.
- E. Service Credit: When on Personal Leaves of Absence, employees will not accrue service credit for the purposes of, vacation, or sick leave computation, or any other benefit where length of service is a condition of entitlement.
- F. Notification Before Return: An employee on a Personal Leave of Absence must notify his or her supervisor at least two weeks prior to the end of the leave of his or her availability for return to work. The employee may be required to submit other documentation deemed appropriate by the supervisor.

- G. Failure to Return: An employee's failure to return from any leave of absence, or failure to present convincing reasons, satisfactory to UEI for not returning as arranged, will be considered abandonment of the position. This may result in immediate termination of his or her employment.
- H. Placement Upon Return: UEI will attempt to return the employees to the same position held prior to the leave, but cannot guarantee it will do so.