

University Enterprises, Inc. Policies and Procedures		Policy No. 555
Section:	Human Resources	
Policy:	Extraordinary Leaves of Absence	
Revised Date:	December 11, 1998	

Extraordinary Leaves of Absence

I. PURPOSE

To provide employees extended time away from work due to extraordinary circumstances.

II. SCOPE

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

III. POLICY

The Executive Director may grant an unpaid leave of absence to a regular employee when unusual or extenuating circumstances occur. The Executive Director will take into consideration the best interests of UEI and the employee when granting or denying such a request.

IV. PROCEDURE

- A. Request for Unpaid Leave: All requests must be in writing and should include the reasons for and duration of the requested leave. The employee's written request should be submitted to the immediate supervisor for the department or project director's approval at least 10 working days in advance of the requested leave. However, if an emergency situation occurs, the employees will submit the written request as soon as it is feasible.
- B. Documentation: As desired, the Executive Director or designee may require written documentation, (from a person the Executive Director or designee deems appropriate), of the need for the employee's requested leave
- C. Notification Before Return: An employee on a 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.
- D. Return from Disability Leave: The employee will be required to have a release from a physician and may be required to have a physical and/or mental examination to determine his or her fitness for work prior to returning from any disability leave.
- E. Failure to Return: An employee's failure to return from any leave of absence or an employee's failure to present reasons for not returning as arranged will be considered abandonment of their position. This may result in immediate termination of employment with UEI.
- F. Placement Upon Return: UEI will attempt to return the employee to the same job position held prior to the leave, but cannot guarantee it will do so.

V. RELATED POLICIES

Policy No. 925 Fitness For Duty Exam