

ARTICLE 30

LEAVES

30.1 SICK LEAVE

30.1.1 A salaried ASE whose appointment is 50% FTE for the academic year (fall and spring) will receive thirty-six (36) hours of paid sick leave per year awarded annually at the start of each appointment period. An eligible ASE will be awarded sick leave on the effective date of the appointment. The amount of paid leave will be prorated for salaried ASEs with appointments other than 50% FTE and/or appointment lengths other than an academic year.

30.1.2 The accrual rate for hourly ASEs will be one (1) hour for every forty (40) worked. Sick leave accrues at the end of the month and is available for use the following month.

30.1.3 Sick leave/time off may be used only for:

- a. The employee's mental or physical illness, disability, injury, or health condition that has incapacitated the employee from performing required duties; to accommodate the employee's need for medical diagnosis, care, or treatment of a mental or physical illness, injury, or health condition; or an employee's need for preventive medical care.
- b. By reason of exposure of the employee to a contagious disease when the employee's presence at work would jeopardize the health of others.
- c. To allow an employee to provide care for a family member with a mental or physical illness, injury or health condition; care of a family member who needs medical diagnosis, care or treatment of a mental or physical illness, injury or health condition; or care for a family member who needs preventive medical care. "Family member" means any of the following: Child - This may include a biological, adopted, or foster child, stepchild, or child who the employee is legally responsible for; Parent - This may include the employee's biological, adoptive, or foster parent, their stepparent, or someone who was their legal guardian or their spouse or registered domestic partner – or a person who was legally responsible for them when the employee was a minor; Spouse; Registered domestic partner; Grandparent; Grandchild; and Sibling.

- d. When an employee's place of business has been closed by order of a public official for any health-related reason, or when an employee's child's school or place of care has been closed for such a reason.
- e. For bereavement or condolence.
- f. When an employee requests to use sick leave for the purpose of parental leave to bond with a newborn, adoptive, or foster child. Sick leave for this purpose must be taken during the first year following the child's birth or placement.
- g. For reasons related to domestic violence, sexual assault or stalking that affect the employee, the employee's family member or a person with whom the employee has a dating relationship.
- h. To provide emergency child care for the employee's child.

30.1.4 Once awarded, sick time off is available for use immediately. All sick time off requests must be submitted according to departmental procedures, which shall be described in departmental websites. Unused sick time off is not paid at separation, is not eligible for shared leave donation and, for salaried ASEs, expires at the end of each annual appointment period.

30.2 SHORT-TERM PREGNANCY/PARENTAL LEAVE

- 30.2.1 The Short-Term Pregnancy/Parental Leave plan provides eligible salaried ASEs up to six (6) consecutive weeks of paid leave for the period directly before or after the birth, or adoption of a child.
- 30.2.2 Eligible ASEs may utilize any combination of awarded sick leave (Article 30.1) or vacation leave (Article 28) to extend their short-term Pregnancy/Parental Leave.
- 30.2.3 If an eligible ASE is approved for leave without pay as identified in 30.3, the up to twelve (12) weeks eligibility runs concurrently with any approved leave under this section.
- 30.2.4 ASEs are responsible for providing advanced notice and if requested, supporting documentation, of the need for pregnancy/parental leave in accordance with University processes.

30.3 LEAVE WITHOUT PAY

Leave without pay may be granted for periods beyond the terms of paid leaves provided by this Article at the sole discretion of the Department or Hiring Unit. An ASE whose appointment is 50% FTE for one academic year or longer who is approved for leave without pay for a reason described in Section 30.1.3 (a) and (b) will continue to receive University-provided health insurance coverage for up to twelve (12) weeks of unpaid leave. For ASEs who are employed for fewer than two semesters, the amount of unpaid leave will be prorated.

30.4 MILITARY LEAVE

ASEs who are called to active military service will be provided leave from their current positions to fulfill their military obligations to the extent required by applicable law. Military leave will be paid to the extent required by applicable law and/or applicable University policy.

30.5 JURY DUTY

An ASE shall be eligible for a jury duty leave when summoned for required jury duty service. Jury duty leave is leave with pay. Verification of actual jury duty service shall be provided by the ASE to the University upon request. Jury duty leave will not continue beyond the end date of the ASE's appointment.

30.6 CHILD CARE EMERGENCY

A child care emergency is defined as a situation causing an employee's inability to report for or continue scheduled work because of emergency child care requirements such as unexpected absence of regular care provider, unexpected closure of the child's school, or unexpected need to pick up a child at school earlier than normal. ASEs may use vacation time off or sick leave (as specified in 30.1.3 (c), (d), and (h) above) for child care emergencies.

30.7 REQUEST FOR LEAVE AND COVERAGE

ASEs are expected to contact the supervisor to request leave as soon as the need for the leave becomes known but not less than one (1) working day in advance of the commencement of the leave, unless the leave is for an unanticipated circumstance. It is the University's responsibility to make appropriate alternative arrangements to cover the assignment where applicable.

30.8 LEAVE WITHOUT PAY FOR REASONS OF FAITH OR CONSCIENCE

Leave without pay will be granted for reasons of faith and/or conscience for up to two (2) workdays per year as provided below:

30.8.1 Leave without pay will be granted for up to two (2) workdays per calendar year for reasons of faith and/or conscience and/or an organized activity conducted under the auspices of a religious denomination, church (or other religious organization), or other organizations of conscience.

30.8.2 Eligible employees may use vacation time off in lieu of leave without pay. All requests to use vacation time off for this purpose must indicate that the leave is being used in lieu of leave without pay for a reason of faith or conscience.

30.8.3 Employees will only be required to identify that the request for leave is for a reason of faith or conscience.

30.9 The University will determine the method of leave/time off tracking.