

This is a summary of various types of leave of absence options. Questions regarding these leaves or eligibility issues relating to these leaves should be directed to the Human Resources Office.

Medical Leave without Pay *

Requires statement from doctor to include patient's prognosis, diagnosis, and tentative return to work date

Max: 12 months in any 12-month period
Employee must exhaust all sick leave and pay employee portion of insurance premium

**This selection will count towards FMLA which allows 12 weeks of unpaid, job-protected leave per year*

Personal Leave without Pay

Max: 12 months in any 12-month period
Employee must exhaust all annual leave and pay full premium cost of health plan

Parental Leave

Max: 12 weeks in a 12-month period. To qualify, employee must have been employed for at least 12 weeks.
Employee must exhaust all annual leave and pay full premium cost of health plan

Workers' Compensation

Also requires completion of Election of Option form and employee must pay employee portion of insurance premium

Catastrophic Leave with Pay

Requires statement from doctor to include patient's prognosis, diagnosis, and tentative return to work date

Max: 12 months in any 12-month period or until donations have been exhausted.
Employee must exhaust all annual and sick leave. Also will be changed to "hourly" payroll status upon return from leave

Military Leave with Pay

Max: 30 days in 12-month period
Requires order or statement in writing from appropriate military officer in support of request for military leave. Employee pays employee portion of insurance premium

Short Term Disability

Requires employee to contact Benefits Office for information

Long Term Disability

Requires employee to contact Benefits Office for information