



# TYPES OF LEAVE

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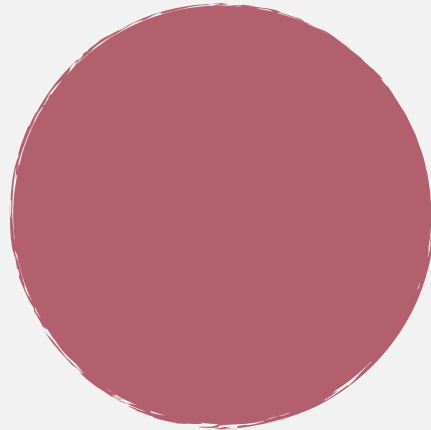
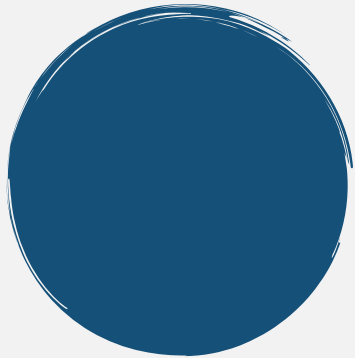
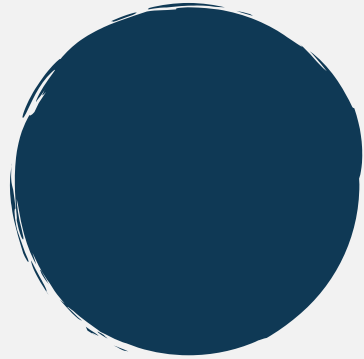


# FAMILY AND MEDICAL LEAVE ACT FMLA



# FMLA General Rules

- Up to 12 weeks of leave.
- Unpaid leave.
- Concurrent paid leave.
- Includes pregnancy, illness, injury, or physical or mental conditions that require multiple treatments and absences.



# FMLA COVERED EMPLOYEES

- **Must have been employed at least 12 Months**
- **Must have worked at least 1,250 hours over the 12 months immediately prior to leave**



**RETURNING  
TO WORK**

## Documentation Needed to Return to Work

- Dr.'s Excuse is needed to get cleared to return to work.
- If the employee has restrictions they need to get cleared by Safety & Risk.

# BEREAVEMENT LEAVE

- BEREAVEMENT FORM NEEDS TO BE SUBMITTED FOR APPROVAL TO HUMAN RESOURCES. DOCUMENT CAN BE FOUND IN THE HR WEBSITE.
- EMPLOYEE CAN GET UP TO 5 DAYS OF UNPAID BEREAVEMENT LEAVE .
- ABSENCES WILL NOT COUNT AGAINST PROFESSIONAL EMPLOYEES WHEN OUT ON BEREAVEMENT.



# PERSONAL LEAVE

If an employee will be out two or more days they must fill out the Personal Leave form and submit to Human Resources for approval.

## Extended Sick Leave

- **Only for Professionals.**
- Must exhaust all leave
- Only eligible once every 5 years



## Jury Duty

- Job-protected leave.
- Not required to be paid leave
- Should not count as an absence
- Please ensure proper documents are submitted to your campus secretary.



## Sick Leave

- If an employee is out three days or more they must obtain a doctor's excuse and submit it to Safety & Risk to get cleared.



# COVID-19 Quarantine and Isolation

## For Anyone Who Has Been Around a Person with COVID-19

Anyone who has had close contact with someone with COVID-19 should stay home for 14 days **after their last exposure** to that person.

However, anyone who has had close contact with someone with COVID-19 and who meets the following criteria does **NOT** need to stay home.

- Someone who has been fully vaccinated and shows no symptoms of COVID-19. However, fully vaccinated people should get tested 3-5 days after their exposure, even if they don't have symptoms and wear a mask indoors in public for 14 days following exposure or until their test result is negative.


**Or**

- Someone who has COVID-19 illness within the previous 3 months **and**
- Has recovered **and**
- Remains without COVID-19 symptoms (for example, cough, shortness of breath)

**\*\*As of August 3, 2021 there is no COVID leave available. Your available leave will be used while you are out\*\***

# THANK YOU

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