

**Section:** Employee/Labor Relations

**Section Number:** 4.1.1

**Subject:** Absences: Leaves of Absences  
With Pay

**Date of Present Issue:** 11/01/89

**Date of Previous Issues:**  
03/87, 11/81, 07/72

POLICY:

The following conditions apply to leaves of absence with pay:

- A. Holidays - See [4.3.8](#)
- B. Sick Leave/Funeral Leave - See [4.3.9](#)
- C. Vacation - See [4.3.10](#)
- D. Absence on Official University Business - See [4.1.3](#)
- E. Military Training Leave/Emergency Military Leave:

1. Temporary Military Leave of Absence

Non-probationary employees who are members of reserve component of the United States shall be entitled to a temporary military leave of absence when ordered, whether voluntarily or involuntarily, to active duty training or inactive duty training. A temporary military leave of absence for active duty training shall be with pay equivalent to the difference between the employees' military pay and their regular pay for each day of absence from scheduled University employment, if their military pay is less for those same days. Such leave shall not exceed fifteen (15) calendar days of absence from scheduled employment in any calendar year. Employees taking temporary military leave during their vacation will receive full pay.

Employees in full pay status shall be entitled to holiday pay for a designated holiday which occurs or is observed during the period of their temporary leave of absence. Military pay earned on a holiday shall not be considered in determining the amount of University pay for the holiday.

If active duty training exceeds fifteen (15) days in any calendar year, employees may elect to be placed on regular military leave of absence without pay, or use accrued vacation days, for the remainder of the period of training. The leave and right to restoration to their former position shall be terminated, if employees fail to return to their position within fifteen (15) days of release from training duty and/or from date of discharge from hospitalization incident to that training.

2. Emergency Military Leave of Absence

Non-probationary employees who are members of a reserve component of the armed forces and are ordered to perform state emergency duty, by compulsory call of the Governor or the President, shall be entitled to an emergency military leave of absence. Such leave shall be with pay equivalent to the difference between the employees' military pay and their regular University pay for each day of absence from scheduled University employment, if their military pay is less for those same days, but shall not exceed thirty (30) consecutive calendar days.

Holiday pay shall be handled as prescribed in Temporary Military Leave of Absence (1).

Should the period of state emergency duty exceed thirty (30) consecutive calendar days, employees may elect to be placed on regular military leave of absence without pay, or use accrued vacation days for the remainder of the duty period. Upon release from state emergency duty, employees who fail to return to their former positions within fifteen (15) calendar days of release from emergency military duty and/or from date of discharge from hospitalization incident to that duty service, the right of restoration to their former positions shall be terminated.

F. Jury Duty and Witness Service:

Employees who lose time from work during their normal schedule of work because of jury duty or to testify pursuant to a subpoena and who are not party to the action, shall be paid for such time lost at their hourly rate. Jury duty and witness fees, excluding any travel allowance paid by the court, shall be offset against such pay. Employees are required by

law to report these fees as income on their tax declaration forms. Therefore, employees will retain the fees paid by the court for witness service and/or jury duty, and their hours reported for that pay period will be reduced to equal that amount (fees divided by the hourly rate will equal hours reduced), in order to avoid double taxation to the employee. Employees shall furnish the Office of Employee Relations a written statement from the court showing the days and time of jury duty or witness service and the amount of jury duty or witness fees they were eligible to receive for each day. An employee temporarily excused from attendance at court shall report for work during the excused period. Employees are not in travel status while on leave for jury duty or witness service. Therefore, they may not use a state car and are not eligible for travel reimbursement from the University. If an employee's absence would impair departmental operations, the department head or supervisor may petition the court to excuse the employee from serving. For the purpose of this section, the regular pay of part-time employee shall be the average daily pay for the previous two pay periods.

G. Union Educational Leave:

Provisions of the current agreement with the Support Staff Bargaining Unit apply.

H. Sabbatical Leave:

Provisions of the current agreement with the Faculty Association Bargaining Unit apply.

I. Personal Leave Days - See Section [4.3.10](#), C.

J. Other special occasions specifically approved by the President which may include sabbatical leaves for administrators. Application for, documentation and approval of leaves of absences must follow standard procedures outlined in Sections [4.1.1](#), [4.1.2](#), and [4.1.3](#).