



## HUMAN RESOURCES POLICY

<b>SUBJECT:</b>	Employee Benefits	<b>TITLE:</b>	LEAVE OF ABSENCE - PERSONAL, ACADEMIC, MILITARY		
<b>CATEGORY: Check One</b>	Board of Trustees <input type="checkbox"/>	Presidential <input type="checkbox"/>	Functional <input checked="" type="checkbox"/>	School/Unit <input type="checkbox"/>	
<b>Responsible Executive:</b>	Vice President Human Resources		<b>Responsible Office:</b>	Human Resources	
<b>CODING:</b>	30-01-40-40:15	<b>ADOPTED:</b>	07/01/90	<b>AMENDED:</b>	09/30/09
			<b>LAST REVIEWED: 09/30/09</b>		

**PURPOSE:** To set policy defining Personal, Academic and Military leaves of absence for staff employees and to determine eligibility, duration and reasons for granting such leaves of absence. This policy also addresses the treatment of time accrual benefits, paid insurance benefits and pension while on personal, academic or military leaves of absence.

**ACCOUNTABILITY:** The Vice President for Human Resources is to ensure compliance with this policy.

**APPLICABILITY:** This policy applies to all University staff employees (non-faculty).

**REFERENCES:**

Holiday Policy #30-01-40-10:00

**DEFINITIONS:**

*Personal Leave of Absence* - An approved unpaid absence from work for personal reasons.

*Academic Leave of Absence* - An approved unpaid absence from work to pursue a field of study at an accredited college, university or other educational institution.

*Military Leave of Absence* – Leave from work for military training, reserve obligations or “call to active duty.”

## **POLICY:**

### Personal Leave:

Regular full or part-time employees who work twenty (20) hours or more per week, and employed for a minimum of six (6) months are eligible. The maximum length of time for a personal leave is thirty (30) days within a rolling twelve (12) month period. The leave may be taken intermittently. Personal leave is discretionary on the part of the Department of Human Resources in consultation with the employee's department.

### Academic Leave:

Regular full or part-time employees who work twenty (20) hours or more per week, and employed for a minimum of six (6) months are eligible. Academic leaves may not exceed a total of six (6) months within a rolling twelve (12) month period. It may be taken intermittently. Academic leaves are approved by the Department of Human Resources in consultation with the employee's department.

### Military Leave:

There are no eligibility restrictions for a Military Leave of Absence. Employees are eligible for paid leave for military training whenever they are required to perform active duty "field training." Normally, military leave is for a two-week period, however in some cases, longer or multiple leaves do occur and can be authorized. Maximum time allowed shall not exceed a total of five (5) cumulative years.

#### *Military Leave Pay Provisions:*

- Employees may be eligible to receive full pay for up to ninety (90) work days per calendar year while performing any type of federal or state active duty.
- Leave for attending military school does not qualify for military leave pay.
- Leave without pay is available for certain types of military service.
- Differential pay is provided for employees in specific military operations in accordance with Executive Orders by the Governor.

Employees who must satisfy weekend reserve obligations must: (1) have his/her schedule adjusted so that he/she is off for the weekend in question; or (2) if scheduled to work that weekend, must be given the time off and have such time off charged to accumulated accruals such as vacation days or float holidays, but not sick time.

## **PROCEDURES:**

### Personal and Academic Leaves:

1. Employees are required to provide a written request to their managers/supervisors in advance and submit a completed Request for Leave of Absence found at <http://www.umdj.edu/hrweb/forms/index.htm> and supporting documentation to the Human Resources Generalist. Such request should be submitted as soon as possible, but not less than thirty (30) days before the proposed effective leave date (except for documented emergencies).
2. The Human Resources Generalist in consultation with the department shall review the request and advice of approval/disapproval within five (5) business days of receipt. Upon approval, the employee's department shall complete a Leave of Absence Transaction Form (LATF) available online (see link in paragraph 1 above) and provide same to the Human Resources Generalist.

### Benefits During Personal and Academic Leaves:

Seniority held prior to the commencement of the leave of absence will be retained.

During leaves an employee will not accrue vacation or sick time. Previously accrued time will be credited to the employee upon return to work.

Sick and vacation time accruals will only continue for the remainder of the month in which the leave commences, providing the employee is still in active pay status as of the sixteenth of that month.

When an employee returns from leave, sick and vacation time will begin to accrue for the month in which the employee returns to work provided he/she returns on or before the fifteenth of that month. If an employee returns from a leave after the fifteenth of the month, then sick and vacation time will start to accrue at the beginning of the following month.

An employee on an unpaid Personal or Academic leave of absence will be responsible for pre-paying premiums for all health insurance benefits he/she may wish to continue. Since health insurance benefits continue to accrue for specific time periods, based on the length and type of leave, prior arrangements must be made by the employee with the campus Benefits Office to ensure proper health insurance coverage during the leave.

Employees will not accrue pension credit while on an unpaid leave of absence. However, upon return to work from certain leaves, employees may be allowed to purchase pension credit up to designated maximums, except those in the Alternate Benefits Plan (ABP). Contact your campus Benefits Office for further information.

### Return from Personal and Academic Leaves:

Employees must give at least two (2) weeks notice of their intention to return to work.

If an employee fails to return to work or notify the supervisor in writing of his/her intentions within three (3) business days after the leave expiration date, he/she will be considered absent without official leave and subject to termination.

One week before the employee returns to duty, a completed Leave of Absence Transaction Form (LATF) must be forwarded to the Human Resources Generalist by the department along with any required documentation. The LATF must indicate the employee's return date. Failure to process the employee's return from leave can result in the employee not receiving a paycheck.

A leave of absence for personal or academic purposes should not be construed as a promise of re-employment for the same position vacated. For employees covered by a collective bargaining agreement, the employee and the department should refer to the agreement regarding any return from leave rights provided in such agreement. In the case of a layoff during a leave of absence, any bumping rights shall be determined upon the employee's return.

#### Military Leaves:

1. Employees are required to provide advance written or verbal notice to their managers/supervisors for all military duty. Such notice should be as far in advance as reasonable under the circumstances.
2. The employee shall inform the manager/supervisor of the requirement to serve and discuss his/her Military Orders.
3. The employee shall complete a Request for Leave of Absence form, attaching the Military Orders and submit to the Human Resources Generalist for review/approval .
4. Upon approval, notice shall be provided to the employee and manager. The department shall then complete a Leave of Absence Transaction Form (LATF) and provide same to the Human Resources Generalist.

#### Military Leave Extensions:

Employees who need to extend leaves are required to submit an updated Request for Leave of Absence form, accompanied by a new Military Order, to the Human Resources Generalist. Leaves may not be extended beyond the maximum time allowed by federal and state statute.

#### Benefits During Military Leaves

Seniority held prior to the commencement of the leave of absence will be retained.

All vacation and sick time accruals will continue for the term of the leave.

An employee called to active duty typically is given full medical benefits by the government. The employee may choose to waive his/her coverage with UMDNJ or continue such coverage while on military leave. Prior to reporting for duty, employees must contact their campus Benefits Office to obtain additional information about benefit status and rights.

Pension credit will continue to accrue for military leaves.

Return from Military Leave:

Upon satisfactory completion of military service and timely notice of intent to return to work (see chart below), the employee will be reinstated to his/her former position, or a comparable position with similar status, compensation and benefit entitlement, provided the employee qualifies to return to regular duties.

<b>Military Leave Duration</b>	<b>Notice Requirements</b>
Less than 31 days	Employee must report to work on the first scheduled work period on the first full calendar day following completion of service plus eight (8) hours.
Between 31 and 181 days	Employee must request reinstatement within 14 calendar days of completion of service.
More than 180 days	Employee must request reinstatement no later than 90 days following completion of service.

After discharge from active duty, employees may take advantage of the applicable State and Federal mandated grace periods before returning to employment. During such grace period, the employee will not be paid unless he/she uses accrued vacation or float holiday time.

The employee's department must process a completed Leave of Absence Transaction Form (LATF) and forward to the Human Resources Generalist along with any required documentation. The LATF must indicate the employee's return date.

NOTE: Unless otherwise required, as noted above, if an employee's position occupied prior to commencing a leave is not available upon return from leave, the employee shall be eligible for reassignment to another position of similar status and pay as nearly as can be arranged without prejudice to another employee. In such cases, the employee must meet the position requirements.

*Other Provisions:*

For Personal, Academic and Military leaves, holidays which fall during such leaves will not be granted pursuant to the paid Holiday Policy 30-01-40-10:00.

Employees on Military Leave will be permitted to carry forward any vacation and sick leave earned. However, float holidays will not be carried over.

By Direction of the President

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Vice President for Human Resources