

LEAVE POLICIES FOR CLASSIFIED EMPLOYEES¹

I. Sick Leave Policy:

Sick leave is a benefit which is available to University employees who work 1,000 hours or more per year in a regular salary classified position. Paid sick leave is not granted as vacation leave and can only be used when the employee is unable to work because of sickness or injury or for medical, dental or optical treatment. Sick leave may also be granted to employees due to the death or serious illness of a member of the employee's immediate family. Immediate family shall mean the father, mother, sister, brother, husband, wife, child, grandparents, in-laws, or any individual acting as a parent or guardian of the employee. An employee shall be required to furnish to his/her supervisor a certificate from an attending physician for five or more consecutive days of sick leave. Application to use sick leave must be filed within two days after employee returns to work. Employees who leave University employment are not entitled to be paid for accrued sick leave.

An eligible, full-time employee accrues sick leave at the rate of eight hours for each complete month of service up to a maximum of 960 hours. Employees working less than full time but more than 1,000 hours per year in a regular salary classified position accrue sick leave in the same proportion to time worked.

Sick leave may not be accumulated during a leave without pay when such leave totals ten or more days within a calendar month.

When an employee is laid off due to budgetary reasons or curtailment of University activities and within six months again becomes an employee of the University, accrued sick leave may be restored to his/her credit.

Sick leave is granted on a basis of work days and not calendar days. It is deducted from the employee's accrued sick leave in increments not less than one hour. Non-workdays such as weekends and holidays falling within a period of sick leave are not charged as sick leave.

Absence due to illness or disability, except in case of maternity leave, is charged in the following order:

- (1) Earned Sick Leave
- (2) Earned Annual Leave
- (3) Leave Without Pay

¹Includes patient care personnel at UAMS.

Employees who are absent from work due to a temporary occupational injury or illness and who are entitled to Worker's Compensation Benefits may, upon proper application, utilize their accrued sick leave as a supplement to Worker's Compensation so as to receive weekly benefits from both sources equal to but not in excess of their normal weekly pay at the time of the injury or onset of illness. This option, when exercised, will reduce the employee's accrued sick leave on a basis proportional to the sick leave pay being claimed. An employee receiving Worker's Compensation benefits for a permanent disability is eligible for full pay from both sources.

Maternity leave will be treated as any other leave for sickness or disability, except that an employee who is unable to work because of pregnancy may elect to take leave of absence without pay without exhausting accumulated annual and sick leave. Upon return from maternity leave the employee will be given the same or comparable position to the one she occupied prior to the leave. The employee is expected to give her supervisor as much notice as possible prior to beginning maternity leave and at least two weeks' notice prior to returning to work. Both notices must be in writing.

II. Annual Leave Policy:

All employees who work 1,000 hours or more per year in a regular salary classified position accrue annual leave. Full-time eligible employees accrue annual leave in accordance with the following schedule while employees who work less than full time but more than 1,000 hours per year accrue annual leave in the same proportion to the time worked:

<u>Years of Employment</u>	<u>Monthly</u>	<u>Annually</u>
Through 3 years	8 hours	12 days
3 through 5 years	10 hours	15 days
5 through 12 years	12 hours	18 days
12 through 20 years	14 hours	21 days
Over 20 years	15 hours	22.5 days

Annual leave is cumulative; however, no employee may have in excess of 30 days on December 31 of each year. During the calendar year accrued annual leave may exceed 30 days, but those days in excess of 30 will be lost if they are not used before December 31 of each year. Accrued annual leave may be requested by an employee at any time. The appropriate supervisor will grant the request when it will least interfere with the efficient operation of the department.

Annual leave may not be accumulated during a period of leave without pay when such leave is for ten or more days within a calendar month. Annual leave is granted on a basis of workdays, not calendar days. Non-workdays such as weekends and holidays falling within a period of annual leave are not charged as annual leave. Annual leave must be earned before it can be authorized and is deducted from the employee's accrued leave in increments of not less than one hour.

Upon termination, resignation, retirement, death or other action by which a person ceases to be an active employee of the University, the amount due the employee or his/her estate from accrued annual leave or holiday leave, not to exceed 30 working days, inclusive of holidays, shall be included in the final pay to the employee. No employee receiving such additional compensation shall return to University employment until the number of days for which he/she received additional compensation has expired.

III. Military Leave:

Employees who are members of the National Guard or any of the Reserve branches of the Armed Forces of the United States shall be granted two weeks leave annually plus necessary travel time for annual training requirements. Such leave shall be granted without loss of pay and in addition to regular vacation time. Each employee who requests military leave shall furnish a copy of his/her orders to the Personnel Office. An employee who is drafted or called to active duty in the Armed Forces of the United States or who volunteers for military service, shall be placed on extended military leave without pay and upon application within 90 days after the effective date of his/her release from active duty, shall be reinstated to the position vacated or an equivalent position at no loss of seniority or any of the other benefits and privileges of employment. An employee who enlists or reenlists for a second consecutive tour of military duty shall forfeit his/her reemployment rights.

Military personnel called to duty in emergencies by the Governor or by the President of the United States shall be granted leave with pay not to exceed 30 work days after which leave without pay will be granted in addition to regular vacation time.

IV. Court and Jury Leave:

Any employee who serves as a witness, juror or party litigant shall be entitled to regular University compensation in addition to any fees paid by the court for such services or necessary appearances in any court and such absences from work for such purposes shall not be counted as annual leave.

An employee who is summoned to serve on jury duty shall not be subject to discharge from employment, loss of sick leave or vacation time, or any other form of penalty as a result of his/her absence from employment due to such jury duty, upon giving reasonable notice to his/her employer of such summons.

Employees who are accepted by the court as expert witnesses and paid a fee in excess of the normal witness fee shall be required to take annual leave for the time required for such testimony.

V. Leave-of-Absence Without Pay:

The President may grant an employee's written request for a leave-of-absence without pay not to exceed six months unless granted in accordance with the provision for military leave. In appropriate cases, additional unpaid leave will be considered as a form of reasonable accommodation for qualified individuals with disabilities on a case-by-case basis. Leave without pay is not to be granted, except in the case of maternity leave (See Section I of this Policy), until all of the employee's accumulated annual leave has been exhausted, and any employee on leave-of-absence without pay does not accumulate annual leave nor participate in the group insurance programs to which the University makes a contribution nor receive pay for any legal holidays. An employee may continue with the insurance programs by paying the entirety of those costs provided that arrangements have been made in advance with the Personnel Office to assume full payment of the premium costs.

The President, upon the recommendation of a Chancellor, the Vice President for Agriculture, or the Directors of the Graduate Institute of Technology and Arkansas Archeological Survey, may place an employee in a leave-without-pay status for disciplinary reasons in accordance with the written personnel policies of the unit involved. In this instance the individual is not required to exhaust annual leave and sick leave before being placed in leave-without-pay status.

VI. Education Leave:

A permanent employee may be granted educational leave by the President of the University on the following basis:

- (1) The employee will continue in the service of the University for a period of time as statutorily required or in the absence of a specific law, at least twice the length of his or her course of training. Any employee who does not fulfill these obligations shall be required to pay to the University the total cost or a proportionate share of the cost of the out-service training and compensation paid during the training period.
- (2) A written contract setting forth all terms of the agreement shall be signed by the employee and the President or Chancellor. The employee shall retain all rights in the position held at the time when the leave was granted or in one of comparable security and pay.

The amount of salary paid during the training period will be agreed upon by the employee and the President or Chancellor but may not in any case exceed the regular salary paid the employee. Payments for tuition, fees, books, and transportation may be made only if such sums have been specifically appropriated by the General Assembly for such purposes.

June 6, 2003 (Revised)
June 9, 1995 (Revised)
January 20, 1984 (Revised)
April 15, 1983 (Revised)
November 9, 1979