Updated: January 15, 2007

Non-Compensated Leaves of Absence

BU-PP 406

Policy:

Baylor University may allow eligible faculty and staff non-compensated leaves and absences to be used for educational purposes, personal needs, sick leave, and military leave.

Topics:

Types of non-compensated leaves of absence Procedures
Continued benefits

Related Policies:

BU-PP 403 - Sick Leave BU-PP 408 - FMLA BU-PP 409 - Military Leave BU-PP 412 - Group Long-Term Disability

Additional Information:

Employee may be eligible for compensated sick leave, see BU-PP 403. Employee may be eligible for long-term disability, see BU-PP 412.

Contact:

Human Resources (254)710-2000

Types of non-compensated leaves of absence —

Educational leave

Time for advanced study, research or related experience designed to contribute to the professional development of the employee

Personal leave

Time for personal business or personal activities

Sick leave

Non-compensated sick leave of absence may be granted for up to 12 weeks for FMLA (See BU-PP 408) or up to 12 months (based on one month for each year of service), the two to run concurrently.

Military leave

A regular employee who is a member of a reserve component of the armed forces of the United States is entitled to military leave without pay for the period during which the employee is ordered to active duty. Accrued vacation time may be used for military leave.

Procedures — Employee

Non-compensated educational, personal and sick leave of absence:

An employee may request a non-compensated educational, personal, or sick leave of absence by submitting a memo to the department head. The memo must contain the following information:

- 1. The effective date and expected date of return.
- 2. Specific purpose for which the leave is requested.
- 3. A statement of the applicant's expectation to return to work for a period equivalent to leave of absence duration.
- 4. A statement of applicant's agreement to reimburse the University for any benefits provided by the University, in the event he/she does not return to work for the agreed

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period.

- 5. Signature of applicant and date of application.
- 6. In the case of sick leave of absence, the employee must provide a doctor statement on the attending physician's letterhead giving reason/purpose for leave of absence and expected date of return to work.
- 7. The University cannot guarantee the same position will be available upon the conclusion of the leave of absence (notwithstanding FMLA requirements, see BU-PP 408).

Military leave:

A copy of the employee's official orders must accompany the employee's written request for military leave.

Department Head/Supervisor

If the department head concurs with the request, the application is submitted along with a <u>Leave of Absence Request</u> to the applicable dean or department head, and the divisional vice president for approval/disapproval.

Continued benefits —

Benefits continue during the period of leave according to the following outline:

Educational and Personal Leave

- 1. Baylor I.D. card and associated benefits
- 2. Parking decal(s)
- 3. Reduced-price tickets or free access to specified University events.
- 4. Tuition remission (see BU-PP-450A or BU-PP450B)
- 5. Group Insurance coverage
 - May be continued only when the employee does not teach or work for another organization/institution during official leave of absence.
 - Coverage may continue on the basis of one month's coverage for each year of fulltime service with the University, not to exceed 12 months.
 - All costs normally funded by the University will become the expense of the employee plus the normal employee premium cost during the approved leave of absence.

Sick Leave

- 1. Baylor I.D. card and associated benefits
- 2. Parking decal(s)
- 3. Reduced-price tickets or free access to specified University events.
- 4. Tuition remission scholarships (see BU-PP-450A or BU-PP450B)
- 5. Group Insurance coverage
 - Coverage may continue on the basis of one month's coverage for each year of fulltime service with the University, not to exceed 12 months.
 - The cost to continue insurance coverage will be the regular employee monthly contribution.

Military Leave

See BU-PP 409

Group Long-Term Disability

See BU-PP 412 - Group Long-Term Disability