

# SYSTEM REGULATION

## **31.03.03 Leave of Absence With Pay**

*February 13, 1998*

*Revised December 6, 1999*

*Revised March 2, 2001*

*Revised September 5, 2001*

*Revised July 28, 2004*

***Supplements System Policy 31.03***

### 1. GENERAL

- 1.1 A regular employee (see System Regulation 31.01.01, section 2.1) is eligible for leaves of absence with pay. An employee who is transferred temporarily to wages prior to separation to provide a training period for a replacement is entitled to any applicable leave of absence with pay until the separation date specified on the Form 500.
- 1.2 While on leave with pay, an employee will continue to receive regular salary and benefits and will continue to accrue vacation, sick leave and state service credit. The leaves with pay described in this regulation will not be charged against an employee's vacation, sick leave or compensatory time accruals.

### 2. EMERGENCY LEAVES

Each component Chief Executive Officer (CEO) or designee, is authorized under certain circumstances to approve emergency leaves of absence with pay for regular employees.

#### 2.1 Death of a Family Member

Emergency leave will be granted upon request because of death of the employee's spouse, or the employee's or spouse's child, parent, brother, sister, grandparent or grandchild.

#### 2.2 Unsafe Working or Travel Conditions

- 2.2.1 When an office or work site closes because of hazardous conditions or unsafe travel conditions, the employees scheduled to work will be granted emergency leave for the time the work site is closed. Each System component will establish compensatory time procedures for employees who are required to work during the time the component is closed due to hazardous or unsafe travel conditions.
- 2.2.2 The CEO may also grant emergency leave when the component does not officially close, but hazardous or unsafe travel conditions delay or prevent an employee from being at work during his or her scheduled time.

## 2.3 Emergency Evacuation Order

If an emergency evacuation order is issued by state or local government, each employee scheduled to work should be granted emergency leave for the duration of the order. Emergency service personnel or others needed to provide for the safety and well-being of the general public or for the restoration of vital services will not be granted leave. Each System component will establish compensatory time procedures for employees who are required to work during the time the component is closed due to an emergency evacuation order.

## 2.4 Other Circumstances

2.4.1 Each component CEO may determine other reasons for emergency leave and may grant emergency leave with pay for those reasons.

### 2.4.2 Employee Requests

2.4.2.1 When requesting emergency leave for a reason not listed in the regulation, an employee must:

- (1) show good cause for the leave; and
- (2) have exhausted all accumulated vacation and compensatory time.

2.4.2.2 The CEO may, with full information on the employee's other leave options, grant an exception under special circumstances.

2.4.2.3 Employee requests for sick leave are addressed in System Regulation 31.03.02, and requests for sick leave pool are addressed in System Regulation 31.06.01.

2.5 Emergency leave may not be used under any circumstances to replace workers' compensation income benefits.

## 3. FOSTER PARENTS

A System employee who is a foster parent to a child under the conservatorship of the Department of Protective and Regulatory Services is entitled to a leave of absence with pay to attend Department of Protective and Regulatory Services meetings or school district Admission, Review and Dismissal (ARD) meetings regarding the foster child.

## 4. JURY SERVICE

A System employee will be granted a leave of absence with pay for jury service. An employee on jury service will not be required to account to the System for any fee or compensation received.

## 5. VOLUNTEER FIREFIGHTERS AND EMERGENCY MEDICAL SERVICES VOLUNTEERS

- 5.1 A System employee who is a volunteer firefighter or emergency medical services volunteer will be granted leave of absence with pay of up to five working days each fiscal year to attend training schools conducted by state agencies or institutions of higher education.
- 5.2 Each System component CEO may establish procedures for granting leave with pay to volunteer firefighters or emergency medical services volunteers who respond to emergency fire or medical situations.

## 6. DISABLED EMPLOYEES

- 6.1 A System employee with a disability is entitled to a leave of absence with pay for up to 10 working days in a fiscal year to be trained in the use of an assistance dog.
- 6.2 An employee with a disability is one who has a mental or physical disability, including mental retardation, hearing impairment, deafness, speech impairment, visual impairment or any health impairment that requires special ambulatory devices or services.

## 7. AMERICAN RED CROSS DISASTER SERVICE VOLUNTEERS

An employee who is a certified disaster service volunteer of the American Red Cross or who is in training to become a volunteer may be granted up to 10 days of paid leave each fiscal year to participate in specialized disaster relief services. The leave must be requested by the Red Cross, approved by the Governor's office and authorized by the employee's supervisor. The Division of Emergency Management in the Governor's office will coordinate the list of certified disaster service volunteers.

## 8. ADMINISTRATIVE LEAVE

A CEO or designee may grant administrative leave with pay to an employee as a reward for outstanding performance documented in writing by an employee performance appraisal done in the last 12 months. This includes using administrative leave as a reward in an employee reward program. No more than 32 hours of administrative leave may be granted to an employee in any fiscal year.

## 9. ORGAN, BONE MARROW OR BLOOD DONORS

- 9.1 An employee will be granted up to five working days in a fiscal year to serve as a bone marrow donor or up to 30 working days in a fiscal year to serve as an organ donor. Components must require documentation of the purpose of the leave.
- 9.2 An employee will be granted sufficient time up to four times each fiscal year to donate blood. The employee must obtain approval from his or her supervisor before taking time off and on returning to work must provide proof of the blood donation.

## 10. VOTING

Employees will be allowed sufficient time off to vote in national, state and local elections.

11. FACULTY DEVELOPMENT LEAVE (See System Regulation 12.99.01)

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CONTACT OFFICE:           The System Human Resources Office

HISTORY:                    Last version:   September 5, 2001

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