

BOT-UFF POLICY 10: LEAVES**I. Purpose**

To establish policy and procedures concerning employee leaves.

II. Policy**A. Requests for A Leave or Extension of Leave of One (1) Semester or More**

1. For a leave of one (1) semester or more, an employee shall make a written request not less than 120 days prior to the beginning of the proposed leave, if practicable.
2. For an extension of a leave of one (1) semester or more, an employee shall make a written request not less than sixty (60) days before the end of the leave, if practicable.
3. The University shall approve or deny such request in writing not later than thirty (30) days after receipt of the request.
4. An absence without approved leave or extension of leave shall subject the employee to the provisions of Section VII of the BOT-UFF Policy on Disciplinary Action and Job Abandonment.
5. An employee's request for use of leave for an event covered by the provisions of the Family and Medical Leave Act (FMLA) of 1993 (Public Law 103-3) shall be submitted and responded to in accordance with the provisions of Section F of this Policy.

B. Return from Leave

An employee who returns from an approved leave of absence with or without pay shall be returned to the same classification, unless the University and the employee agree in writing to other terms and conditions. The return from FMLA leave shall be in accordance with Section F6 of this Policy.

C. Accrual During Leave with Pay

An employee shall accrue normal leave credits while on compensated leave in full-pay status, or while participating in the sabbatical or professional development programs. If an employee is on compensated leave in less than full-pay status for other than sabbaticals or professional development programs, the employee shall accrue leave in proportion to the pay status.

D. Tenure Credit During Periods of Leave

Semester(s) during which an employee is on compensated or uncompensated leave for more than twenty (20) days shall not be creditable for the purpose of determining eligibility for tenure, except by mutual agreement of the employee and the University. In deciding whether to credit such leave toward tenure eligibility, the President or designee shall consider the duration of the leave, the relevance of the employee's activities while on such leave to the employee's professional development and to the employee's field of employment, the benefits, if any, which accrue to the University by virtue of placing the employee on such leave, and other appropriate factors.

E. Holidays

1. An employee shall be entitled to observe all official University holidays. No classes shall be scheduled on holidays. Classes not held because of a holiday shall not be rescheduled.
2. Supervisors are encouraged not to require an employee to perform duties on holidays; however, an employee required to perform duties on holidays shall have the employee's schedule adjusted to provide equivalent time off, up to a maximum of eight (8) hours for each holiday worked.
3. If an employee who has performed duties on a holiday terminates employment prior to being given time off, the employee shall be paid, upon termination, for the holiday hours worked within the previous twelve (12) month period.

F. Family and Medical Leave Act (FMLA) Entitlements

The Family and Medical Leave Act of 1993 ("FMLA") is the common name for the federal law providing eligible employees an entitlement of up to

twelve (12) weeks of leave (or twenty-six (26) weeks of military caregiver leave) without pay for qualified family or medical reasons during a one-year period. This Act entitles the employee to take leave without pay; where University policies permit, employees may use accrued leave with pay during any qualifying family or medical leave. The failure to list, define, or specify any particular provision or portion of the FMLA in this Policy shall in no way constitute a waiver of any of the rights or benefits conferred to the employer or the employee through the FMLA.

Under FMLA, the University is responsible in all circumstances for designating leaves as FMLA-qualifying when appropriate and providing the designation to the employee within five (5) business days, absent extenuating circumstances, after the University has had sufficient information to determine whether the leave is FMLA-qualifying. FMLA does not allow the University to delay the designation of a FMLA-qualifying leave or designate more than the twelve (12) weeks of leave (or twenty-six (26) weeks of military caregiver leave) as FMLA leave.

1. Implementation of FMLA Leave Entitlements

- a) An employee, whether salaried or paid from Other Personal Services (OPS), is entitled to twelve (12) weeks of FMLA leave or twenty-six (26) weeks of military caregiver leave within a twelve (12) month period for any qualifying family or medical leave.
- b) A salaried employee is entitled to a parental leave for up to twenty-six weeks in accordance with the provisions of Section G of this Policy for a birth or adoption of the employee's child. The first twelve (12) weeks of the paid parental leave shall be designated as a FMLA leave if FMLA conditions apply.

2. Accounting for the Use of FMLA Leave in a Twelve-Month Period

- a) A rolling year (commencing with the first day of leave) shall be the designated twelve (12) month period in which to count the use of up to twelve (12) weeks of FMLA leave or twenty-six (26) weeks of military caregiver leave.

- 121 b) An eligible employee's entitlement to leave for a birth or
122 placement for adoption or foster care expires at the end of a
123 twelve (12) month period beginning on the date of the birth
124 or placement of the child.

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126 **3. Use and Approval of FMLA Leave**
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- 128 a) The University shall approve FMLA leave for an eligible
129 employee as long as the reasons for absence qualify under the
130 FMLA and the employee has not exhausted the employee's
131 twelve (12) weeks of leave (or twenty-six weeks of military
132 caregiver leave) within the appropriate 12-month period for
133 such leave. The employee may request FMLA leave as
134 accrued leave, leave without pay, or a combination of both.
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136 b) The University may require that the employee use accrued
137 leave with pay prior to requesting leave without pay for the
138 twelve (12) weeks of FMLA leave or the twenty-six (26) weeks
139 of military caregiver leave. Requiring the use of paid leave
140 shall be applied consistently and may not be used merely to
141 exhaust the employee's leave balance in order to prohibit the
142 use of paid leave while on leave without pay as provided for
143 in this Policy.
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145 c) After the President or designee has acquired knowledge that
146 the leave is being taken for an FMLA required reason, the
147 President or designee shall within two business days, absent
148 extenuating circumstances, notify the employee of the period
149 of FMLA leave to be granted, including the date of return to
150 employment. If the notice is oral, it shall be confirmed in
151 writing no later than the following payday (unless the payday
152 is less than one week after the oral notice, in which case the
153 notice must be no later than the subsequent payday).

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155 **G. Parental Leave**
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- 157 1. An employee, at the employee's request, shall be granted parental
158 leave when the employee becomes a biological parent or a child is
159 placed in the employee's home pending adoption. Foster care is not

covered under parental leave but is provided through the FMLA provisions in accordance with this Policy.

2. Except as indicated in G.7, once during his or her employment career at FIU, at the employee's discretion, an employee on a 12-month appointment shall be granted parental leave at full pay for a period not to exceed twenty-six (26) consecutive weeks.
3. Except as indicated in G.7, once during his or her employment career at FIU, at the employee's discretion, an employee on an Academic Year appointment shall be granted a parental leave at full pay during Fall or Spring semester and at .33 FTE during Summer A or Summer B, for a period not to exceed twenty-six (26) consecutive weeks. Where circumstances permit, employees are encouraged to begin parental leave at the beginning of the first week of classes in the semester.
4. Such paid parental leave shall begin on a date determined by mutual agreement between the employee and their supervisor and shall end no later than one (1) year from the date of the child's birth or placement in the employee's home. The employee's supervisor shall work with the employee to determine an appropriate assignment for semesters impacted but not fully covered by parental leave where circumstances require, and the employee's annual assignment shall be changed in accordance with the BOT-UFF policy on Assignment of Responsibilities.
5. If an employee who takes paid parental leave pursuant to paragraph G.2 or 3(c) requests parental leave for a period of more than twenty-six (26) consecutive weeks, the employee may use a combination of paid leave, accrued leave and leave without pay, and such request shall include the specific periods for each type of leave requested. Use of accrued leave during an approved period of leave without pay shall be in accordance with Section M of this Policy.
 - a) The President or designee shall acknowledge to the employee in writing the period of paid parental leave to be taken and the date of return to employment.

b) In addition to paid parental leave and at the employee's request, the President or designee shall grant further accrued leave at the employee's request for a period not to exceed the employee's accrued leave, and/or full-time and/or part-time leave without pay for a period not to exceed one (1) year unless the President or designee determines that granting such leave would be inconsistent with the best interests of the University.

c) Any illness caused or contributed to by pregnancy shall be treated as a temporary disability and the employee shall be allowed to use accrued sick leave credits when such temporary disability is certified by a health care provider.

6. Upon agreement between the employee and the University, intermittent FMLA leave or a reduced work schedule may be approved for the birth of the employee's child or placement of a child with the employee for adoption in accordance with Section F of this Policy.

7. Once during his or her employment at FIU, at the employee's discretion, the twenty-six (26) consecutive weeks of parental leave may be split and used in two (2) consecutive week intervals. This would allow an employee to use parental leave for the birth or adoption of a child and another parental leave for a subsequent birth or adoption of a child. In no instance can the parental leave be utilized in more than two (2) semesters during the employee's career at FIU.

8. Subsequent to the use of parental leave, the employee who is on a nine (9) month contract may be required, at the discretion of the University, to return to employment at FIU for two (2) semesters. In the event that the employee fails or refuses to return to employment at FIU, the University may recoup the value of the parental leave that was granted. If the employee is on a twelve (12) month contract, the employee may be required, at the discretion of the University, return to employment for six (6) months or the University may recoup the value of the parental leave that was granted. The recoupment will not apply in circumstances where the employee is not allowed to return to employment by FIU.

H. Leaves Due to Illness/Injury

Illness/Injury is defined as any physical or mental impairment of health, including such an impairment proximately resulting from pregnancy, which does not allow an employee to fully and properly perform the duties of the employee's position. When an employee's illness/injury may be covered by the Americans with Disabilities Act, the provisions of Public Law 101-336 shall apply.

1. Sick Leave**a) Accrual of Sick Leave**

- i. A full-time employee shall accrue four (4) hours of sick leave for each biweekly pay period, or the number of hours that are directly proportionate to the number of days worked during less than a full pay period, without limitation as to the total number of hours that may be accrued.
- ii. A part-time employee shall accrue sick leave at a rate directly proportionate to the percent of time employed.
- iii. An employee appointed under Other Personal Services (OPS) shall not accrue sick leave.

b) Uses of Sick Leave

- i. Sick leave shall be accrued before being taken, provided that an employee who participates in a sick leave pool shall not be prohibited from using sick leave otherwise available to the employee through the sick leave pool.
- ii. Sick leave shall be authorized for the following:
 - a. The employee's personal illness or exposure to a contagious disease which would endanger others.

- b. The employee's personal appointments with a Health care provider.
- c. The illness or injury of a member of the employee's immediate family, at the discretion of the supervisor. Approval of requests for use of reasonable amounts of sick leave for caring for a member of the employee's immediate family shall not be unreasonably withheld. "Immediate family" means the spouse, domestic partner, the grandparents, parents, brothers, sisters, children, and grandchildren of the employee, the employee's spouse, domestic partner, or other dependents of the employee, employee's spouse or domestic partner, living in the household.
- d. The death of a member of the employee's immediate family, at the discretion of the supervisor. Approval of requests for use of reasonable amounts of sick leave, in addition to paid Bereavement Leave otherwise provided by this Policy, for the death of a member of the employee's immediate family shall not be unreasonably withheld.
- iii. A continuous period of sick leave commences with the first day of absence and includes all subsequent days until the employee returns to work. For this purpose, Saturdays, Sundays, and official holidays observed by the State shall not be counted unless the employee is scheduled to perform services on such days. During any seven (7) day period, the maximum number of days of sick leave charged against any employee shall be five (5).
- iv. An employee who requires the use of sick leave should notify the supervisor as soon as practicable.
- v. An employee who becomes eligible for the use of sick leave while on approved annual leave shall, upon

notifying the supervisor, substitute the use of accrued sick leave to cover such circumstances.

c) Certification

If an employee's request for absence or absence exceeds four (4) consecutive days, or if a pattern of absence is documented, the University may require an employee to furnish certification issued by an attending health care provider of the medical reasons necessitating the absence and/or the employee's ability to return to work. If the medical certification furnished by the employee is not acceptable, the employee may be required to submit to a medical examination by a health care provider who is not a University staff member which shall be paid for by the University. If the medical certification indicates that the employee is unable to perform assigned duties, the President or designee may place the employee on compulsory leave under the conditions set forth in Section I of this Policy.

d) Payment for Unused Sick Leave

- i. An employee with less than ten (10) years of FIU service who separates from FIU shall not be paid for any unused sick leave.
- ii. An employee who has completed ten (10) or more years of FIU service, has not been found guilty or has not admitted to being guilty of committing, aiding, or abetting any embezzlement, theft, or bribery in connection with State government, or has not been found guilty by a court of competent jurisdiction of having violated any State law against or prohibiting strikes by public employees, and separates from FIU because of retirement for other than disability reasons, termination, or death, shall be compensated at the employee's current regular hourly rate of pay for one-eighth of all unused sick leave accrued prior to October 1, 1973, plus one-fourth of all unused sick leave accrued on or after October 1, 1973; provided that one-

fourth of the unused sick leave since 1973 does not exceed 480 hours. The compensation in this paragraph 8(4)(b) shall not be given to an employee who starts employment at FIU on or after July 1, 2006.

- iii. Upon layoff, an employee with ten (10) or more years of FIU service shall be paid for unused sick leave as described in paragraph b., above, unless the employee requests in writing that unused sick leave be retained pending re-employment. For an employee who is reemployed by the University within twelve (12) calendar months following layoff, all unused sick leave shall be restored to the employee, provided the employee requests such action in writing and repays the full amount of any lump sum leave payments received at the time of layoff. An employee who is not re-employed within twelve (12) calendar months following layoff shall be paid for sick leave in accordance with this Policy.
- iv. All payments for unused sick leave shall be made in lump sum and shall not be used in determining the average final compensation of an employee in any State administered retirement system. An employee shall not be carried on the payroll beyond the last official day of employment, except that an employee who is unable to perform duties because of a disability may be continued on the payroll until all sick leave is exhausted.
- v. If an employee has received a lump sum payment for accrued sick leave, the employee may elect in writing, upon re-employment within 100 days, to restore the employee's accrued sick leave. Restoration will be effective upon the repayment of the full lump sum leave payment.
- vi. In the event of the death of an employee, payment for unused sick leave at the time of death shall be made to

the employee's beneficiary, estate, or as provided by law.

2. Job-Related Illness/injury

a) An employee who sustains a job-related illness/injury that is compensable under the Workers' Compensation Law shall be carried in full-pay status for a period of medically certified illness/injury not to exceed seven (7) days immediately following the illness/injury, or for a maximum of forty (40) work hours if taken intermittently without being required to use accrued sick or annual leave.

b) If, as a result of the job-related illness/injury, the employee is unable to resume work at the end of the period provided in paragraph a), above:

i. The employee may elect to use accrued leave in an amount necessary to receive salary payment that will increase the Workers' Compensation payments to the total salary being received prior to the occurrence of the illness/injury. In no case shall the employee's salary and Workers' Compensation benefits exceed the amount of the employee's regular salary payments; or

ii. The employee shall be placed on leave without pay and shall receive normal Workers' Compensation benefits if the employee has exhausted all accrued leave in accordance with paragraph i, above, or the employee elects not to use accrued leave.

c) This period of leave with or without pay shall be in accordance with Chapter 440 (Worker's Compensation), Florida Statutes.

d) If, at the end of the leave period, the employee is unable to return to work and perform assigned duties, the President or designee should advise the employee, as appropriate, of the Florida Retirement System's disability provisions and application process, and may, based upon a current medical

certification by a health care provider prescribed in accordance with Chapter 440 (Worker's Compensation), Florida Statutes, and taking the University's needs into account:

- i. Offer the employee part-time employment;
- ii. Place the employee in leave without pay status or extend such status;
- iii. Request the employee's resignation; or
- iv. Release the employee from employment, notwithstanding any other provisions of this Agreement.

I. Compulsory Leave

1. Placing Employee on Compulsory Leave

- a) If an employee is unable to perform assigned duties due to illness/injury the President or designee may require the employee to submit to a medical examination, the results of which shall be released to the University, by a health care provider chosen and paid by the University, or by a health care provider chosen and paid by the employee, who is acceptable to the President or designee. Such health care provider shall submit the appropriate medical certification(s) to the University.
- b) If the University agrees to accept the employee's choice of a health care provider the University may not then require another University-paid examination.
- c) If the medical examination confirms that the employee is unable to perform assigned duties, the President or designee shall place the employee on compulsory leave.

2. Conditions of Compulsory Leave

a) Written notification to the employee placing the employee on compulsory leave shall include the duration of the compulsory leave period and the conditions under which the employee may return to work. These conditions may include the requirement of the successful completion of, or participation in, a program of rehabilitation or treatment, and follow-up medical certification(s) by the health care provider, as appropriate.

b) The compulsory leave period may be leave with pay or leave without pay. If the compulsory leave combines the use of accrued leave with leave without pay, the use of such leave shall be in accordance with Section (o) of this Policy.

c) If the employee fulfills the terms and conditions of the compulsory leave and receives a current medical certification that the employee is able to perform assigned duties, the President or designee shall return the employee to the employee's previous duties, if possible, or to equivalent duties.

3. Duration

Compulsory leave, with or without pay, shall be for a period not to exceed the duration of the illness/injury or one year, whichever is less.

4. Failure to Complete Conditions of Compulsory Leave or Inability to Return to Work

If the employee fails to fulfill the terms and conditions of a compulsory leave and/or is unable to return to work and perform assigned duties at the end of a leave period, the President or designee should advise the employee, as appropriate, of the Florida Retirement System's disability provisions and application process, and may, based upon the University's needs:

a) Offer the employee part-time employment;

- b) Place the employee in leave without pay status or extend such status;
- c) Request the employee's resignation; or
- d) Release the employee from employment, notwithstanding any other provisions of any BOT-UFF Policy or the BOT-UFF Agreement.

J. Annual Leave

1. Accrual of Annual Leave

- a) Full-time employees appointed for more than nine (9) months, except employees on academic year appointments, shall accrue annual leave at the rate of 6.769 hours biweekly or 14.667 hours per month (or a number of hours that is directly proportionate to the number of days worked during less than a full-pay period for full-time employees), and the hours accrued shall be credited at the conclusion of each pay period or, upon termination, at the effective date of termination. Employees may accrue annual leave in excess of the year end maximum during a calendar year. Employees with accrued annual leave in excess of the year end maximum as of December 31, shall have any excess converted to post October 1, 1973 sick leave on an hour-for-hour basis on January 1 of each year.
- b) Part-time employees appointed for more than nine (9) months, except employees on academic year appointments, shall accrue annual leave at a rate directly proportionate to the percent of time employed.
- c) Academic year employees, employees appointed for less than nine (9) months, and OPS employees shall not accrue annual leave.

2. Use and Restoration of Annual Leave

- a) Annual leave shall be accrued before being taken, except in those instances where the President or designee may authorize the advancing of annual leave. When leave has been advanced and employment is terminated prior to the employee accruing sufficient annual leave to credit against the leave that was advanced, the University shall deduct from the employee's warrant the cost of any annual leave advanced under this provision. All requests for annual leave shall be submitted by the employee to the supervisor as far in advance as possible and appropriate. Approval of the dates on which an employee wishes to take annual leave shall be at the discretion of the supervisor and shall be subject to the consideration of departmental/unit and organizational scheduling.
- b) Upon re-employment at FIU within 100 days, except for re-employment after layoff (see 3.c, below), the employee may elect in writing to restore up to 44 (forty-four) days (352 hours) of their former unused annual leave balance. In such cases, the employee's absence shall not constitute a break-in-service. Restoration will be effective upon the repayment of the lump sum leave payment up to forty-four (44) days.
- c) An employee may transfer internally into an annual leave accruing position up to forty-four (44) days of unused leave accrued in the FIU classification and pay plan in which previously employed, provided the employee has not received payment for such leave and no more than thirty-one (31) days have elapsed between jobs.

3. Payment for Unused Annual Leave

- a) Upon termination from an annual leave accruing appointment, or transfer from an annual leave accruing appointment to an academic year appointment, the University shall pay the employee for up to forty-four days (352 hours) of unused annual leave at the calendar year rate the employee was accruing as of the employee's last day of work. All unused annual leave in excess of forty-four days (352 hours) shall be forfeited by the employee.

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597 **b)** Upon layoff, an employee shall be paid for up to forty-four
598 days (352 hours) of unused annual leave in lump sum, unless
599 the employee requests in writing that annual leave credits be
600 retained pending re-employment. For employees who are re-
601 employed by the University within twelve (12) calendar
602 months following layoff, all unused annual leave shall be
603 restored to the employee, provided the employee requests
604 such action in writing and repays the full amount of any lump
605 sum leave payment received at the time of layoff. Employees
606 who are not re-employed within twelve (12) calendar months
607 following layoff and who elected to retain their annual leave
608 pending re-employment shall be paid for up to forty-four
609 days (352 hours) of unused annual leave at the calendar rate
610 the employee was accruing as of the employee's last day of
611 work.
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613 **c)** If an employee has received a lump sum payment from the
614 University for Accrued Annual Leave, the employee may
615 elect in writing, upon re-employment at FIU within 100 days,
616 to restore the employee's accrued annual leave. Restoration
617 will be effective upon the repayment of the full lump sum
618 leave payment.
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620 **d)** In the event of the death of an employee, payment for all
621 unused annual leave at the time of death, up to 352 hours,
622 shall be made to the employee's beneficiary, estate, or as
623 provided by law.
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625 **K. Administrative Leaves**

626 **1. Jury Duty and Court Appearances**

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628 **a)** An employee who is summoned as a member of a jury panel
629 or subpoenaed as a witness in a matter not involving the
630 employee's personal interests, shall be granted leave with pay
631 and any jury or witness fees shall be retained by the
632 employee; leave granted hereunder shall not affect an
633 employee's annual or sick leave balance.
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b) An appearance as an expert witness for which an employee receives professional compensation falls under the BOT-UFF Policy on Conflict of Interest and Outside Activity and the University's policies and rules relative to outside employment/conflict of interest. Such an appearance may necessitate the employee requesting annual leave or, if a non-annual leave accruing employee, may necessitate the employee seeking an adjustment of the work schedule.

c) If an employee is required, as a direct result of the employee's employment, to appear as an official witness to testify in the course of any action such duty shall be considered a part of the employee's job assignment, and the employee shall be paid per diem and travel expenses and shall turn over to the University any fees received.

d) An employee involved in personal litigation during work hours must request annual leave or, if a non-annual leave accruing employee, must seek an adjustment to the work schedule.

2. Military Leave

a) Short-term Military Training

An employee who is a member of the United States Armed Forces Reserve, including the National Guard, upon presentation of a copy of the employee's official orders or appropriate military certification, shall be granted leave with pay during periods in which the employee is engaged in annual field training or other active or inactive duty for training exercises. Such leave with pay shall not exceed seventeen (17) workdays in any one (1) federal fiscal year (October 1 - September 30).

b) National Guard State Service

An employee who is a member of the Florida National Guard shall be granted leave with pay on all days when ordered to

active service by the State. Such leave with pay shall not exceed thirty (30) days at any one time.

c) Other Military Leave

i. An employee, except an employee who is employed in a temporary position or employed on a temporary basis, who is drafted, who volunteers for active military service, or who is ordered to active duty (not active-duty training) shall be granted leave in accordance with Chapter 43 of Title 38, United States Code. Active military service includes active duty with any branch of the United States Army, Air Force, Navy, Marine Corps, Coast Guard, National Guard of the State of Florida, or other service as provided in Sections 115.08 and 115.09, Florida Statutes.

ii. Such leave of absence shall be verified by official orders or appropriate military certification. The first thirty (30) days of such leave shall be with full-pay and shall not affect an employee's annual or sick leave balance. The remainder of military leave shall be without pay unless the employee elects to use accumulated annual leave or appropriate leave as provided in iv below, or the employer exercises its option under Section 115.14, Florida Statutes, to supplement the employee's military pay. Leave payment for the first thirty (30) days shall be made only upon receipt of evidence from appropriate military authority that thirty (30) days of military service have been completed.

iii. Applicable provisions of Federal and State law shall govern the granting of military leave and the employee's re-employment rights.

iv. Use of accrued leave is authorized during a military leave without pay in accordance with Section (o) of this Policy.

3. Leave Pending Investigation

When the President or designee has reason to believe that the employee's presence on the job will adversely affect the operation of the University, the President or designee may immediately place the employee on leave pending investigation of the event(s) leading to that belief. The leave pending investigation shall commence immediately upon the President or designee providing the employee with a written notice of the reasons therefore. The leave shall be with pay, with no reduction of accrued leave.

4. Other Leaves Provided Not Affecting Accrued Leave Balances

An employee may be granted other leaves not affecting accrued leave balances which are provided as follows:

a) Florida Disaster Volunteer Leave

Provided for an employee who is a certified disaster service volunteer of the American Red Cross. Leave of absence with pay for not more than fifteen (15) working days in the fiscal year may be provided upon request of the American Red Cross and the employee's supervisor's approval. Leave granted under this act shall be only for services related to a disaster occurring within the boundaries of the State of Florida.

b) Civil Disorder or Disaster Leave

Provided for an employee who is member of a volunteer fire department, police auxiliary or reserve, civil defense unit, or other law enforcement type organization to perform duties in time of civil disturbances, riots, and natural disasters, including an employee who is a member of the Civil Air Patrol or Coast Guard Auxiliary, and called upon to assist in emergency search and rescue missions. Such paid leave not affecting leave balances may be granted upon approval by the President or designee and shall not exceed two days on any one occasion.

c) Athletic Competition Leave

Provided for an employee who is a group leader, coach, official, or athlete who is a member of the official delegation of the United States team for athletic competition. Such paid leave not affecting leave balances shall be granted for the purpose of preparing for and engaging in the competition for the period of the official training camp and competition, not to exceed 30 days in a calendar year.

d) Leave for Re-Examination or Treatment With Respect to Service Connected Disability

Provided for an employee who has such rating by the United State Department of Veterans Affairs and has been scheduled to be reexamined or treated for the disability. Upon presentation of written confirmation of having been so scheduled, such leave not affecting the employee's leave balances shall be approved and shall not exceed six (6) calendar days in any calendar year.

5. Official Emergency Closings

The President or President's representative may close the University, or portions of the University, in the event an Executive Order declaring an emergency has been issued. When natural disasters or other sudden and unplanned emergency conditions occur which are not covered by an Executive Order, the President or designee shall determine whether the University, or any portion thereof, is affected by the emergency and is to be closed. Such closings will be only for the period it takes to restore normal working conditions. Leave resulting from such an emergency closing shall not reduce employees' leave balances.

L. Bereavement Leave

An employee shall be granted up to seven (7) days of leave with pay for a death in the employee's family, defined as spouse, domestic partner, children (including foster or stepchildren), parents (including stepparents), brother or sister (including stepbrother or stepsister), grandparents and

grandchildren of either the employee or employee's spouse or domestic partner, or other comparable significant relationships. In addition to paid bereavement leave, the employee may request approval to use reasonable amounts of paid sick leave, paid annual leave or unpaid leave in the event of a death in the family.

M. Leave Without Pay

a) Granting

Upon request of an employee, the President or designee shall grant a leave without pay for a period not to exceed one year unless the President or designee determines that granting such leave would be inconsistent with the best interests of the University. Such leave may be extended upon mutual agreement.

b) Salary Adjustment

The salary of an employee returning from uncompensated leave shall be adjusted to reflect all non-discretionary increases distributed during the period of leave. While on such leave, an employee shall be eligible to participate in any special salary incentive programs such as the Teaching Incentive Program.

c) Retirement Credit

Retirement credit for such periods of leave without pay shall be governed by the rules and regulations of the Division of Retirement and the provisions of Chapter 121, Florida Statutes.

d) Accrual of Leave/Holiday Pay

While on leave without pay, the employee shall retain accumulated sick leave and annual leave but shall not accrue sick leave or annual leave nor be entitled to holiday pay.

**e) Use of Accrued Leave During an Approved Period of
Leave Without Pay**

i. Use of accrued leave with pay is authorized during a leave of absence without pay for parental, foster care, medical, or military reasons. Such use of leave with pay is provided under the following conditions:

a) Notwithstanding the provisions of Section H.1.b of this Policy regarding the use of sick leave, an employee may use any type of accrued leave in an amount necessary to cover the employee's contribution to the State insurance program and other expenses incurred by the employee during an approved period of leave without pay for parental, foster care, medical, or military reasons.

b) Normally the use of accrued leave during a period of leave without pay for medical reasons shall be approved for up to six (6) months, but may be approved for up to one year for the serious health condition of the employee or a member of the employee's immediate family.

c) The employer contribution to the State insurance program will continue for the corresponding payroll periods.

ii. An employee's request for the use of accrued leave during a period of leave without pay shall be made at the time of the employee's request for the leave without pay. Such request shall include the amount of accrued leave the employee wishes to use during the approved period of leave without pay. If circumstances arise during the approved leave which cause the employee to reconsider the combination of leave with and without pay, the employee may request approval of revisions to the original approval.

N. Study and Retraining Assignments**1. Purpose**

Other study and retraining may be provided when it is in the University's best interests to make such opportunities available.

2. Policy**(a) Job-Required**

An employee required to take academic course work or participate in professional development activities as part of assigned duties shall not be required to charge time spent attending classes during the workday to accrued leave.

(b) Job-Related

An employee may, at the discretion of the supervisor, be permitted to attend up to six (6) credit hours of course work per semester or participate in an equivalent number of hours of professional development during the workday, provided that the course work or professional development is directly related to the employee's assigned responsibilities and the supervisor determines that attending classes or professional development activities will not interfere with the proper operation of the employee's department/academic unit. Employees may, in accordance with the BOT-UFF Policy on Leaves, use accrued annual leave for job-related study.

(c) Retraining

The University may, at its discretion, provide opportunities for retraining of employees. Such opportunities may be provided to employees who are laid off, to those who are reassigned, or in other appropriate circumstances. These retraining opportunities may include enrollment in tuition-free courses under the provisions of the BOT-UFF Policy on

911 Benefits and/or Sabbaticals or Professional Development
912 Awards.