SUBJECT: Leave with Pay

1. General Information and Purpose. To establish guidelines and procedures by which an employee may apply for leave with pay.

   a. Non-emergency leave with pay includes, but is not limited to:
      i. Jury or legal duty. Employees are entitled to a leave of absence with pay when required to perform jury duty, when subpoenaed as a witness or when summoned to give expert testimony.
      ii. Voting. Any employee entitled to vote in any primary, general or special election shall be eligible for time off with pay for a period up to one hour, during the regular working hours on the day of such election, to cast a legal vote. Such absence shall be taken at a time mutually convenient to the employee and the Appointing Authority.
      iii. Work related leave. Appointing Authorities may grant leave with pay to an employee to participate in meetings, institutes, professional examination, and other activities directly related to his or her work.
   b. Procedure
      i. The employee must submit a written request stating the nature of the non-emergency leave to the immediate supervisor.
      ii. If the supervisor approves, the supervisor will submit the request to the Appointing Authority.
      iii. The Appointing Authority may grant the request without additional approvals. The Appointing authority will forward the documentation of the leave to the Human Resources Department for placement in the employee’s official personnel file.

   a. Emergency leave with pay (up to two weeks) may be granted when the following conditions are met:
      i. No other leave is available to use, including Family and Medical Leave, sick leave, and vacation, and the situation can reasonably be considered an emergency. Each request will be reviewed separately.
      ii. The individual has been employed for a minimum of one (1) year.
      iii. The leave would be in the best interest of the employee and the University.
   b. Procedure
      i. The employee must submit a written request stating the nature of the leave to the immediate supervisor.
      ii. If the supervisor approves, the supervisor will submit the request to the Appointing Authority.
      iii. If the Appointing Authority approves, the Appointing Authority will forward the recommendation to the Director of Human Resources for approval.
      iv. The Director of Human Resources shall inform the Appointing Authority of approval or rejection of the leave request.
4. **Responsibility.** General responsibility for implementation and administration of the Presidential Directive rests with the Director of Human Resources.

Approved

Richard C. McGinity  
University President

Date

Source:  
Originally approved November 17, 2004