

## Memorandum

To: Interim President Lorris Betz  
From: Loretta Harper, V.P. Human Resources  
Re: Proposed changes to Human Resources Policies & Rules affecting staff *and faculty* (5-200; 5-403), Fall 2011  
Date: September 9, 2011

The Division of Human Resources is proposing to create or revise two University Policies and associated Rules. Most changes are needed to make the regulations coincide with current Human Resource and University practices and procedures. The first is Policy 5-200 Leaves of Absence (Health Related) (and new Rule 5-200A); the second is Policy 5-403 Additional Compensation & Overload (and new Rule 5-403). A brief summary of the updates/revisions are listed below.

### Revised Policy 5-200 Leaves of Absence (Health Related); and new Rule 5-200A.

Summary of Revisions: There are two substantive changes for this revision—1) expanding the list of family members for whom an employee may take sick leave, and 2) deleting specific information stated in the Family and Medical Leave Act and referring to the Act, so the Policy will not need to be amended in the future each time the Act is amended. The list of people for whom an employee may take sick leave will expand to include: grandparent, parent, sibling, and person for whom the employee is next of kin. The age limit for a child (currently age 18) will be removed and employees will be allowed to take sick leave for corresponding listed relatives of the employee's spouse or domestic partner. To conform with the new policy format requirements, parts of Policy 5-200 will be moved into a new separate Rule 5-200A. These changes will affect staff and faculty employees.

### Revised Policy 5-403 Additional Compensation and Overload; and new Rule 5-403

Summary of Revisions: Minor wording changes to coincide with current HR management practices. Certain details of procedures will be moved to new Rule 5-403.

### Consultations and approvals

These proposals were developed by the Human Resources staff. All have been reviewed with members of the Institutional Policy Committee as well as with other concerned officers and committees. If you approve of the proposals, please forward them to the Academic Senate Executive Committee for appropriate processing by the Senate, and then, as appropriate, to the Board of Trustees.

*Checklist & coversheet form—for submitting to Academic Senate Executive Committee*  
**Proposal for addition/revision of University Regulation.**

1. Regulation(s) involved (*type, number, subject*): **Revised Policy 5-200: Leave of Absence (Health-Related); New Rule 5-200A: Eligibility and Limitations for Leaves of Absence (Health-Related)**
2. Responsible Policy Officer (*name & title*): **Loretta Harper, Vice President for Human Resources; Lorris Betz, Senior Vice President for Health Sciences; or their designees.**
3. Contact person(s) for questions & comments (*name, email, phone#*): **Tom Loveridge, tom.loveridge@utah.edu or 801-581-3296.**
4. Presenter to Senate Exec (*if different from contact person. name, phone#*): **Trina Rich, x1-6690**
5. Approvals & consultation status.
  - a. Administrative Officers who have approved (*VP/President, name & date*): **Loretta Harper, 02/14/11; Lorris Betz, 7/22/11**
  - b. Committees/Councils/other Officers consulted: **Council Academic Deans 05/06/11, U of U Staff Council 04/10/11, Health Sciences 03/03/11, Legal 02/11/11, IPC 01/04/11.**
6. Check *YES* or *NA* (not applicable) of documents submitted--- (*In digital form. Preferred file format MS Word doc. Special exception allowed for PDF format if previously arranged.*)
  - Yes** Explanatory memorandum (*key points of proposal, rationale*).
  - Yes** VP/Presidential approval signatures/email (*separate sheet, or affixed to memo cover*).
  - Yes** Text of proposed Regulation addition/revision.
  - Yes** (If revision of existing Regulation) text changes are *clearly marked*, using *permanent* font markings (*not MS Word 'Track' Changes non-permanent markings*).

Date submitted to Senate Office: **September 12, 2011**

*The Executive Committee will consider whether the proposal is ready for presentation to the full Senate, and if so will schedule it for a subsequent Senate meeting either as i) a matter of academic significance-- set on the "Intent" & "Debate" Calendars over two monthly meetings with final "approval" voting at the second, or ii) not academically significant—set on the "Information" Calendar for a single monthly meeting, with opportunity for questions and recommendations. See Policy 1-001 <http://www.regulations.utah.edu/general/1-001.html> ; Rule 1-001 <http://www.regulations.utah.edu/general/rules/R1-001.html> ; Senate procedures <http://www.admin.utah.edu/asenate/index.html> .*