

## **Policy 5-201: Leaves of Absence (Non Health-Related) – Revision 9**

### **I. Purpose and Scope**

To outline the University's policy on leaves of absence (except health-related leaves of absence) with or without pay, including funeral leave, military leave, jury duty, political leave, and special leave. Faculty sabbatical leaves, academic leaves, and administrative leaves are governed by [Policy 6-314](#).

This Policy is applicable for all categories of University Employees, and is intended to be implemented through associated University Regulations, including University Rules, which shall describe and govern specific aspects of the scope and manner of implementation separately for Employees of the University of Utah Hospitals and Clinics and for all other University Employees.

### **II. Definitions**

- A. The definitions of Employee-related terms provided in [Policy 5-001](#) apply for purposes of this Policy, including the following: “Employee”.

### **III. Policy**

- A. The University administration regards the establishment and impartial administration of leaves of absence as conducive to attracting and retaining talented and knowledgeable Employees.
- B. The University administration recognizes that leaves of absence from University service will not only benefit University Employees, but will also expand the University’s outreach and engagement by allowing Employees to meet critical needs of University communities and the nation.
- C. Subject to the eligibility and limitation provisions in University Rule 5-200B, Paid Time Off (PTO), Holidays, and Other Paid Leave for University of Utah Hospitals and Clinics Staff Members, and [Rule 5-201A](#), Scope, Eligibility and Limitations

for Leaves of Absence (Non Health-Related) – University Employees (Other Than UUHC Staff), the University provides for different types of leaves of absence, some of which are eligible for pay through the University.

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*[Note: Parts IV-VII of this Regulation (and all other University Regulations) are Regulations Resource Information – the contents of which are not approved by the Academic Senate or Board of Trustees, and are to be updated from time to time as determined appropriate by the cognizant Policy Officer and the Institutional Policy Committee, as per Policy 1-001 and Rule 1-001.]*

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#### **IV. Rules, Procedures, Guidelines, Forms and other Related Resources**

##### A. Rules

1. [Rule 5-200B](#): Paid Time Off (PTO), Holidays, and Other Paid Leave for University of Utah Hospitals and Clinics Staff Members
2. [Rule 5-201A](#): Scope, Eligibility and Limitations for Leaves of Absence (Non Health-Related) – University Employees (Other Than UUHC Staff)

##### B. Procedures

##### C. Guidelines

##### D. Forms

##### E. Other related resource materials

#### **V. References**

[Policy 5-001](#), Employee Definitions

[Policy 5-200](#), Leaves of Absence (Health-Related)

Utah Code Annotated, Sections 39-1-36 and 39-3-2, Militia and Armories

42 United States Code 4301 et seq., Uniformed Services Employment and Reemployment Act of 1994 ("USERRA")

## VI. Contacts

Policy Owner: (primary contact person for questions and advice): the Director of Benefits for the University and the Director of Benefits for the University of Utah Hospitals and Clinics are responsible for the application of this Policy to all Employees.

Policy Officer: the Chief Human Resources Officer for the University and the Chief Human Resources Officer for the University of Utah Hospitals and Clinics. Only the Chief Human Resources Officer or his/her designee has the authority to grant exceptions to this Policy.

## VII. History

### A. Current Version Revision 9: effective date – December 13, 2016

Approved by Academic Senate: December 6, 2016

Approved by Board of Trustee: December 13, 2016

### B. Earlier revisions

#### 1. [Revision 8](#) Approved: January 14, 2008 – December 12, 2016

Editorially revised: October 11, 2011 – Editorial changes were made to this document to reflect the changes in employee definitions as set forth in [Policy 5-100](#).

#### 2. [Revision 7](#) (Policy 2-22) Approved: November 15, 1996