

## **Policy 5-200: Leaves of Absence (Health-Related) – Revision 20**

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

To outline the University's policy on health-related leaves of absence with or without pay, including Sick Leave, medical leaves with or without reinstatement, and Family and Medical Leave Act leave. Faculty Parental Leaves of Absence are governed by [Policies 6-315](#) and [8-002](#). Any questions regarding this policy should be referred to the appropriate Human Resources Department.

### **II. Definitions**

Reserved.

### **III. Policy**

- A. 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 5-200A](#), Scope, Eligibility and Limitations for Leaves of Absence (Health-Related) – University Employees (Other than UUHC Staff), employees receive leave time which provides payment in lieu of compensation to eligible employees who are unable to work because of an illness or injury.
- B. Subject to the eligibility and limitation rules provided in University [Rule 5-200A](#), University employees other than UUHC staff may receive Extended Sick Leave benefits in certain circumstances.
- C. Subject to the eligibility and limitation rules provided in University [Rule 5-200A](#), the University will convert Sick Leave to Vacation leave for certain University employees.

- D. Subject to the eligibility and limitation rules provided in University [Rule 5-200A](#), [Rule 5-200B](#), and the Family and Medical Leave Act (“FMLA”), as amended, University employees may take leave under the FMLA.
- E. Subject to the eligibility and limitation rules provided in University [Rule 5-200A](#) and [Rule 5-200B](#), University employees may take other health-related leaves of absence if they are ineligible for FMLA leave or if their FMLA leave has expired.
- F. This Policy 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.

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

##### A. Rules

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

##### B. Procedures

1. [Procedure 5-200A](#): Procedures for Leaves of Absence (Health-Related) – University Employees (Other than UUHC Staff)
2. [Procedure 5-200B](#): Procedures for Leaves of Absence (Health-Related) – University of Utah Hospitals and Clinics Staff Members

##### C. Guidelines

##### D. Forms

##### E. Other related resource materials

#### **V. References**

[Rule 5-200A](#): Scope, Eligibility and Limitations for Leaves of Absence (Health-Related) – University Employees (Other than UUHC Staff)

[Rule 5-200B](#): Paid Time Off for University of Utah Hospitals and Clinics Staff Members

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

[Policy 5-117](#): ADA Policy, Reasonable Accommodation and Access

[Policy 5-201](#): Leaves of Absence (Non Health-Related)

[Policy 5-301](#): Vacation Policy

29 Code of Federal Regulations 825.100 et seq., Family and Medical Leave Act Regulations as amended pursuant to Section 585 of the National Defense Authorization Act for FY2008

## **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 20: effective date – December 13, 2016

Approved by Academic Senate: December 6, 2016

Approved by Board of Trustee: December 13, 2016

B. Earlier revisions

Revision 19: effective dates - December 13, 2011 to December 12, 2016

Approved by Academic Senate: November 7, 2011

Approved by Board of Trustee: December 13, 2011

[Background](#) information for Revision 19

[Revision 18](#): effective dates - January 28, 2008 to December 12, 2011

Editorially revised: May 27, 2008

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](#).

[Revision 17](#): effective dates - January 27, 2008

[Revision 16](#): effective dates - January 14, 2008 to January 26, 2008

[Revision 15](#): effective dates - June 30, 2004 to January 13, 2008

[Revision 14](#): effective dates - November 15, 1996 to June 29, 2004