

Employee Leaves

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Purpose

The purpose of this policy statement is to establish guidelines governing leaves of absence from employment. Since the policies are designed to cover employees in California, the policies should be administered in a manner that conforms to all applicable state and federal laws. Unless state or local laws require a departure from the policies set forth below, the policies should be administered strictly as written below unless and until the Associated Students, Incorporated amends them.

The objectives of this policy are to:

- Ensure uniform standards and procedures respecting the provision and administration of leave for employees of Associated Students, Incorporated
- Provide an employee leave program that will facilitate monitoring the various forms of leave, ensure accurate application, and detect potential abuses
- Ensure that employees, supervisors, and department heads are familiar with ASI's leave program
- Provide a system of record keeping for ASI's leave system

Policy Statement

It is the policy of Associated Students, Incorporated to grant leaves of absence to all eligible employees on a non-discriminatory basis. Unless specifically provided otherwise, all leaves of absence are available only on an unpaid basis. All full-time and part-time regular employees are eligible for a leave of absence once they have completed one year of service at ASI. In addition, where required by state or federal law, regular and temporary employees are eligible for a leave of absence before completing one year of service. Subject to any applicable legal restrictions, requests for leaves of absence will be considered on the basis of the employee's length of service, performance, responsibility level, the reason for the request, and ASI's ability to obtain a satisfactory replacement during the time the employee would be away from work.

ASI shall establish and maintain an orderly system for the administration and control of the various forms of leave which are available to its employees.

Where there is any conflict between the policies adopted by ASI and policies set forth in federal or state statute, the statutes shall supersede ASI policies.

Who Should Know This Policy

- | | | |
|----------------------------------------------------------|----------------------------------------------------------------|-------------------------------------------|
| <input type="checkbox"/> Budget Area Administrators | <input checked="" type="checkbox"/> Elected/Appointed Officers | <input type="checkbox"/> Grant Recipients |
| <input checked="" type="checkbox"/> Management Personnel | <input type="checkbox"/> Program Advisors | <input checked="" type="checkbox"/> Staff |
| <input checked="" type="checkbox"/> Supervisors | <input type="checkbox"/> Volunteers | |

Definitions

For purposes of this policy, the terms used are defined as follows:

Term	Definition
Child	A biological, adopted or foster child, a step-child, a legal ward, or a child of an employee standing in loco parentis (in place of a parent) to that child who is either under eighteen (18) years of age or an adult dependent child. An adult dependent child is an individual who is eighteen (18) years of age or older who is incapable of self-care because of a mental or physical disability as defined in Government Code section 12926, subdivisions (j) and (k).
Immediate family	Spouse, domestic partner, parents, siblings, child, child of domestic partner, mother-in-law, father-in-law, grandparents, and grandchildren.
Parent	A biological parent (not parent-in-law) or someone who stood in loco parentis (in place of a parent) to an employee.
Serious health condition	An illness, injury, impairment, or physical or mental condition (including work-incurred illnesses and injuries) which involved inpatient care in a hospital, hospice or residential health care facility, or continuing treatment or continuing supervision by a health care provider. Any period of incapacity due to pregnancy or for parental care is also covered.
Spouse	A husband or wife, including common law-marriage or domestic partner.

Regulations

1.0 Holidays

All regular employees of ASI shall be entitled to the following paid holidays:

Holiday	Date Observed
Personal Holiday	Floating (January – December)
New Year's Day	January 01
Martin Luther King Jr. Day	January (3rd Monday)
*Lincoln's Birthday	February 12/Observed Winter Break
**Presidents' Day	February (3rd Friday)/Observed day after Thanksgiving
Cesar Chavez Day	March 31
Memorial Day	May (Last Monday)
Independence Day	July 04
Labor Day	September (1st Monday)
*Admissions Day	September 09/Observed Winter Break
*Columbus Day	October (2nd Monday)/Observed Winter Break
Veterans Day	November 11
Thanksgiving Day	November (4th Thursday)
Christmas Day	December 25

* Holiday Earned - Campus is open. Employees who work on these days earn 8 hours of time to be used during Winter break.

**Time earned on Presidents' Day is used for the day after Thanksgiving.

Employees may leave at noon on Christmas Eve provided the university President officially grants the time off. Holidays that fall on Saturday are observed on Friday. Holidays that fall on Sunday are observed the following Monday.

Regular employees are also entitled to one Personal Holiday per calendar year (January 01 - December 31). The Personal Holiday must be taken before December 31 each year and in full eight-hour increments.

Each month the Human Resources Manager will forward to each regular employee a record of his or her vacation, sick leave, and personal holiday hours.

1.1 Corporate Holidays

The elected Executive Officers of the corporation shall be authorized to designate a working day as a paid corporate holiday, provided the following conditions are met:

- 1) The holiday closure does not create a hardship for the organization, financially or operationally; and
- 2) Disruption of services to the student body are minimized; and
- 3) Access to ASI facilities is made available to non-ASI employees so they are not prohibited from working; and
- 4) The corporate holiday represents an extension of an existing holiday period during which ASI would normally be closed for business; and
- 5) The decision to designate a corporate holiday is done with the concurrence of the Executive Director; and
- 6) The granting of the corporate holiday is not opposed by the Vice President for Student Services

2.0 Vacation Leave

ASI has established a vacation plan for the benefit of its regular, full-time employees. The vacation plan is designed to provide eligible employees a period of rest and relaxation away from work without loss of pay or benefits. **All eligible employees are strongly encouraged to take annual vacations.** Employees who handle cash and/or have access to modifying accounting ledgers shall be required to accumulate and take a minimum of forty (40) vacation hours in succession each fiscal year

Full time employees shall be entitled to vacation credits accruable in accordance with the vacation schedule listed below.

Months of Service	Days Per Year	Hours Per Month
0-36	10	6.67
37-72	15	10.00
73-120	17	11.33
121-180	19	12.67
181-240	21	13.00
241-300	23	15.33
300+	24	16.00

Management Personnel Plan (MPP) employees hired, promoted or reclassified into management positions on or after July 1, 1991 shall earn sixteen (16) hours vacation per qualifying month of service.

2.1 Accumulation and Use of Vacation Leave

Vacation credits are earned upon completion of one month of service. One month of service shall be defined as having been on paid status for eleven full days within the month. However, vacation leave may not be taken until completion of six months of service, unless prior arrangements have been made as part of an employment offer. Temporary and part-time employees are not eligible to receive and use vacation credits.

At no time can vacation be used before the date it is earned, or used in units of less than one-half hour. An employee must have the prior approval of his or her supervisor before vacation can be taken. Request for vacation is recorded on the Leave Request Form, must be approved by the employee's supervisor, and submitted to the Human Resources Office prior to the vacation leave commencing.

At no time may an employee use accrued vacation hours in lieu of sick leave hours, except when an employee is on an approved leave status. Employees are required to exhaust their sick leave prior to requesting use of accrued vacation hours for sick leave. Requests for using vacation leave in lieu of sick leave must be approved by the employee's supervisor and are subject to the approval of the Human Resources Manager.

If employment is terminated, the employee shall be paid for unused accumulated vacation leave credits.

2.2 Vacation Credit Balance

Employees with ten or less years of service may carry a vacation credit balance of not more than thirty-four days (272 hours). Vacation credits may be accumulated to forty-eight days (384 hours) if the employee has more than ten years plus one month of service. MPP employees may earn up to a maximum vacation accrual of 384 hours (48 days) for ten or less years of service and 440 hours (55 days) for ten years plus one month of service.

Any employee who reaches the maximum of their accrual will cease to accrue additional vacation until their accrual is reduced. At the end of each month, all full-time employees will receive a written monthly summary of their earned and used vacation credits.

2.3 Vacation Cash Conversion

Each fiscal year, an employee with eighty or more hours of accrued vacation leave may elect to receive payment for all or a part of their vacation leave in excess of forty hours. In order to be eligible to exchange vacation for pay, the employee must have reached his or her three-year anniversary date. There is a limit of two such conversions per fiscal year, but any conversion must be preceded by the accrual of eighty or more vacation hours.

Vacation conversion shall be paid at the employee's regular rate of pay. Cash conversions are subject to normal payroll withholdings. All requests must be submitted in written memo form and must be approved by the employee's supervisor, the Human Resources Manager and the Executive Director or designee. Upon conversion, the employee's vacation leave balance will be reduced accordingly.

2.3.1 Hardship Request

In the event that an employee, eligible for vacation accrual, experiences a personal financial hardship due to circumstances beyond their control, they may submit a request to the Human Resources Department to receive cash payment of accrued vacation. Examples of qualifying hardship requests include unexpected legal expenses, unbudgeted medical expenses not covered by other means, or other situations that cannot be planned or anticipated.

In order to keep hardship requests and the circumstances surrounding such a request as confidential as possible, all hardship requests will be reviewed in the following manner:

- The employee submits a written request to the Human Resources Manager describing the hardship and the need for cash payment of vacation hours
- The Human Resources Manager obtains an updated copy of the vacation accrual from payroll to verify the number of vacation hours available
- If clarification of the request is necessary, the Human Resources Manager will contact the requesting employee to obtain additional information
- A request that meets the qualifications described above will be approved by the Human Resources Manager. The request will then be presented to the Executive Director or designee with a recommendation for final approval.
- The employee will receive a response regarding the status of their request within two working days from the date it is received by the Human Resources Manager.
- The approved request will be delivered to payroll. A check will be prepared within two business days.

3.0 Sick Leave

Sick leave is accrued at the rate of one day per month for full-time employees, and may be utilized after one month of employment. For purposes of accruing, one month shall be defined as having been on paid status for a minimum of eleven full days within the month. Sick leave cannot be used before the date it is earned or used in units of less than one-half hour. Upon termination, employees will not be paid for unused sick leave.

Sick leave may be authorized only when an employee is absent because of:

1. Illness or injury - Supervisors may require a medical excuse for absences in excess of three days. In cases of injury or illness, employees are responsible for notifying their supervisor within one hour of the beginning of their shift on the first day absent.
2. Exposure to contagious disease - Supervisors may require a medical excuse for absences in excess of three days.
3. Illness or injury of a close relative or person residing in the immediate household of the employee, including domestic partners, but excluding domestic help or roommates. Absence is limited to three days unless the employee is eligible for and placed on an approved Family and Medical Leave and/or California Family Care Leave.
4. Dentist or doctor appointment.

5. Emotional illness - Supervisors may require a written excuse for absences in excess of three days.
6. Personal necessity leave for the completion of personal errands of an urgent nature. The employees' supervisor shall determine the validity of claims for personal necessity leave.

3.1 Bereavement Leave

In the event of a death in the immediate family of a regular, full-time employee, he/she shall normally be allowed up to six (6) consecutive scheduled working days off immediately following the death to arrange for and/or attend the funeral. The employee shall be paid his/her regular rate from accrued and available sick leave for each of the scheduled workdays missed (up to six). Additional days beyond six may be used from accrued vacation time upon recommendation from the employee's supervisor and approval by the appropriate Director. Temporary, part-time, and hourly employees shall be eligible for bereavement leave of up to six days (or such longer period as may be necessary) with the prior written approval of his/her supervisor. Such time will be unpaid.

4.0 Election Leave

An employee who would otherwise be unable to vote outside of his/her regular working hours, may be granted up to two (2) hours of work time without loss of pay to vote at a general primary or presidential election. An employee must give proper notice, usually at least two (2) working days, to be eligible for paid time off to vote. Failure to provide proper notice eliminates the employees' right to paid leave, but the employee is still entitled to unpaid leave.

5.0 Jury Duty

ASI encourages employees to fulfill their civic responsibilities by serving jury duty when required. Full-time employees may request up to 20 days of paid jury duty leave in any 24- month period. Jury duty pay will be calculated on the employee's base pay rate times the number of hours the employee would otherwise have worked during the absence. The employee will be required to reimburse ASI the amount received for the jury duty, less mileage reimbursements. If the employee elects to keep the jury fee, the employee's vacation balance must be reduced by the number of hours of the absence, or time off is without pay.

Upon receipt, employees must provide a copy of the jury duty summons to their supervisor and ASI Human Resources department so that the supervisor can make arrangements to accommodate the employee's absence. ASI recognizes and adheres to the state's universal one-day-or-one-trial system. An employee who is called for jury duty, but is dismissed from serving after reporting to the court, is expected to report to work for the remainder of the workday. An employee who is scheduled to work an evening shift will have their work schedule adjusted on a case by case basis so that a day of jury duty service and the work scheduled equal not more than one regular work day. Either ASI or the employee may request an excuse from jury duty if, in the judgment of the Human Resources Manager, the employee's absence would create serious operational difficulties.

If an employee is required to serve jury duty beyond the period of paid jury duty leave, he or she may use any available paid time off (for example: vacation, personal holiday) or may request an informal unpaid leave of absence (see Section 8.0). ASI will continue to provide insurance benefits until the end of the month in which the unpaid jury duty leave begins. At that time, employees must pay the full cost of their insurance benefits (medical, dental, vision, and life). ASI will resume payment of benefit costs when the employee returns to active employment. Accrual for benefits

calculation, such as vacation, sick leave, and holiday benefits, will be suspended during unpaid jury duty leave and will resume upon return of the employee to active employment. .

6.0 Domestic Violence Leave

Employees who are victims of domestic violence or whose children are victims of domestic violence shall be entitled to time off for the following purposes:

- 1) Serve on an inquest, jury or trial jury;
- 2) Appear in court;
- 3) Obtain relief including but not limited to a restraining order;
- 4) Seek medical attention for injuries;
- 5) Obtain services from a domestic violence shelter, program or rape crisis center;
- 6) Obtain psychological counseling;
- 7) Participate in safety planning or to take other actions to increase safety from future domestic violence, including temporary or permanent relocation.

Reasonable notice to the Human Resources Manager is required when possible, and certification such as a police report, court order, doctor, or counselor's note may be required. Employees eligible for domestic violence leave may use any available paid time off that is available such as vacation or personal holiday. To use available sick leave, a medical certification from a treating physician may be required.

7.0 Disaster Leave

7.1 Leave during Emergency Closure

Approved leave with pay shall be granted to all employees who are scheduled to work but are denied access to the campus during periods of emergency closure. Employees on scheduled vacation or sick leave on any day of emergency closure shall be charged for the vacation or sick leave as appropriate.

Employees who are absent on any day of closure because they are on unpaid status (i.e., disciplinary suspension, leave without pay) shall not be granted disaster leave.

Essential, non-exempt personnel required to work their regular work schedule during periods of campus closure will receive their regular pay rate for hours worked and will receive overtime compensation according to current state law.

7.2 Leave if Campus is Open

An employee who could not report to work in the period following an emergency because of any peril to human life and/or property (i.e., picking up a minor child following a school closure, damage to home) shall be granted a reasonable period of paid disaster leave.

Employees who elect not to work in the period(s) following the emergency for reasons related to health or safety concerns or personal necessity not involving an immediate peril to human life and/or property may use accrued vacation or sick leave where appropriate.

7.3 Issuance of Paychecks

In the event that a payday falls within a period during which the campus is closed, paychecks will not be issued. Paychecks will be issued on the first day that the campus reopens. Alternate arrangements for the distribution of paychecks may be made as deemed necessary by the emergency situation and duration of campus closure.

8.0 Absence without Leave

An employee who is absent without a supervisory-approved leave from employment for three consecutive working days is considered to have resigned. The date of termination is the last working day or the last day of any approved absence.

9.0 Informal Leave of Absence without Pay

Supervisors may approve informal leaves of absence without pay for up to a maximum of fifteen (15) days for full-time regular employees, subject to approval of the Human Resources Manager and the appropriate Director. Requests for such leaves are usually approved when an emergency situation precludes an employee's work attendance and no vacation time is available, or when an employee is ill and no sick leave time is available. Supervisors are responsible for completing and submitting a Personnel Action Form to the Human Resources Manager immediately upon granting an informal leave of absence.

9.1 Witness Duty

An employee who is required by law to appear in Court as a witness may take unpaid time off for such purpose provided he/she provides ASI with reasonable advance notice. At the employee's request, any accrued vacation or personal holiday time may be used in lieu of unpaid leave.

9.2 School Visitation

Parents or guardians of children in kindergarten through grade 12 may take time off without pay to visit their children's' school. Employees are required to give reasonable notice and may take up to forty (40) hours each school year, not to exceed eight (8) hours in any calendar month, per child, to visit the school. At the employee's request, any accrued vacation or personal holiday time may be used in lieu of unpaid leave.

10.0 Formal Leave of Absence without Pay

Several types of formal leaves of absence are available for eligible employees under ASI's policies. The types of leaves that are available include medical leave, family care leave, and public safety leave. All leaves of absence are provided on an unpaid basis; however, to the greatest extent allowed by law, ASI will require that the employee's vacation, sick leave benefits or other leave of absence privileges under ASI policy be applied toward any family leave that the employee may request under Family Medical Leave (FML) or Pregnancy Disability Leave (PDL). An employee may elect to coordinate their accrued vacation with state disability.

Requests for any type of leave must be submitted on the Personnel Action Form and must be signed by the employee's supervisor, the Human Resources Manager, and the appropriate Director before the leave begins, unless otherwise provided in the following sections. Requests for extensions of leaves must be submitted in writing by the employee and approved in writing by the appropriate Director and the Human Resources Manager before the extended period of leave begins. Misrepresenting reasons for applying for a leave of absence may result in disciplinary action, possibly including termination.

Family Medical Leave (FML) makes it unlawful for ASI to interfere with, restrain, or deny the exercise of any right provided under FML entitlements. Furthermore, it makes it unlawful for ASI to discharge or discriminate against any person for opposing any practice made unlawful by FML or for involvement in any proceeding under or relating to FML. The U.S. Department of Labor is authorized to investigate and resolve complaints of violations. An eligible employee may bring a civil action against ASI for violations. FML does not affect any Federal or State law prohibiting discrimination, or supersede any State or local law that provides greater family or medical leave rights.

Certain management employees are not eligible for specific Family Medical Leave (FML) entitlements. There are certain exceptions to eligibility and ASI is legally permitted to deny a request for leave under certain conditions.

Also, taking a family care leave may impact certain benefits and the employee's seniority date. For further information regarding eligibility for leave or the impact of the leave on your seniority and benefits, contact the Human Resources Office.

10.1 Family and Medical Leave* (FML)

The Federal Family and Medical Leave Act (FMLA) and the California Family Rights Act (CFRA) provide employees with specific leave benefits. It is the intention of ASI that the regulations described herein shall satisfy the provisions of both Acts concurrently.

Family and Medical Leave (FML) is provided for an eligible employee's serious health condition, the serious health condition of the employee's child, spouse, or parent, or to bond with the employee's newborn, adopted, or foster care child, in accordance with State and Federal law in effect at the time the leave is granted. Leave granted for bonding purposes shall only be considered during the first twelve (12) months following the child's birth or placement for adoption or foster care.

Employees are entitled to a total of twelve (12) workweeks of job-protected, unpaid FML leave during any twelve (12) month period. Where a husband and wife are both employed by ASI, the aggregate leave to which both are entitled may be limited to twelve (12) workweeks in any twelve (12) month period, if the leave is taken by reason of the birth or placement of a child with the employee, or to care for a parent or child with a serious health condition.

10.1.1 Eligibility

For purposes of eligibility determination, employees shall be considered eligible once they have completed twelve (12) months of service with ASI, and have worked at least 1,250 hours during the twelve (12) months immediately preceding the date of the leave request.

10.1.2 Method of Calculation of 12-Month Period

For the purpose of determining the leave eligibility period, ASI will measure backward for twelve (12) months preceding the date the leave commences to determine how much leave is available.

10.1.3 Certification

When FML is taken for medical reasons, ASI will require the employee to provide a certification from the health care provider of the person requiring care, whether it be the employee or the employee's spouse or domestic partner, child, or parent. The certification shall be sufficient if it states:

- 1) The date on which the serious health condition commenced;
- 2) The probable duration of the condition;
- 3) The appropriate medical facts within the knowledge of the health care provider regarding the condition;
- 4) A statement that the eligible employee is needed to care for the spouse, child, or parent and an estimate of the amount of time that the employee is needed to care for the spouse, child, or parent or a statement that the employee is unable to perform the essential functions of their position.

Subsequent re-certifications during an approved leave may be required. Employees whose leave was occasioned by their own serious health condition will be required to submit a medical certification that the employee is "fit for duty" and able to perform the essential functions of their position. ASI retains the right to require second or third opinions at ASI's expense.

10.1.4 Benefits

The employer premium contributions for medical, dental, and vision insurance plans shall continue for the duration of approved Family Medical Leave. Employees will be responsible for continuing any prevailing employee contributions in effect during the period of the leave. Failure to arrange for payment during the leave period may result in lapse or loss of insurance coverage(s).

For all other types of leave, the employer contribution for insurance benefits shall cease at the end of the month in which the leave begins. Accruals of other benefit calculations, such as vacation, sick leave, or holiday benefits, will be suspended during the leave and will resume upon return to active employment for no less than 88 hours (11 paid days) in any one month). Employer and employee contributions to the CalPERS retirement will continue only while the employee is receiving compensation (including vacation, sick leave, personal holiday) from ASI.

10.1.5 Reinstatement

Upon return from Family Medical Leave, most employees must be restored to their original or equivalent positions with equivalent pay, benefits, and other employment terms. The use of FML leave cannot result in the loss of any employment benefit that accrued prior to the start of an employee's leave. To the extent possible, the employee will be returned to the same

position they occupied at the time the leave began. In the event that operating conditions preclude a position from remaining vacant, the requesting employee will be returned to the most comparable position for which they are qualified, within the area that they are normally employed.

10.2 Pregnancy Disability Leave

Any ASI employee who becomes disabled due to pregnancy, childbirth, or a related medical condition is automatically eligible to take Pregnancy Disability Leave (PDL) up to a maximum of sixteen (16) workweeks (4 months). Certain pregnancy-related disabilities may also qualify as Family Medical Leave. In those instances, PDL will be provided in addition to California family leave (CFRA) entitlements. For determination purposes, PDL runs concurrently with the federal leave (FMLA) and subsequent to California family leave (CFRA).

10.3 California Family Care Leave (CFRA)

Refer to Section 10.1 Family and Medical Leave (FML), for a description of this policy.

10.4 Public Service Leave

10.4.1 Military Service Leave

The ASI will comply with all rights and obligations provided under the Uniformed Services Employment and Reemployment Rights Act of 1994 (USERRA) and any subsequent amendments.

10.4.2 Public Safety Leave

Employees who are required to attend scheduled drill periods of the reserve police or reserve fire units shall use their own free time, or vacation time to fulfill such reserve obligations. If such reserve obligations fall on the employee's regular work shift, the supervisor shall make every effort to change the employee's schedule to avoid the necessity of using vacation time, provided five working days notice is received from the employee.

Employees on public safety leaves of absence must pay for the entire cost of group health, dental, and vision insurance and any discretionary benefits for the entire period of any unpaid leave. Employees must arrange for all necessary payments before their leave commences. Failure to arrange for payment during this period will result in the lapse of insurance coverage(s) as of the first day of an unpaid public safety leave.

Exceptions to this policy will occur wherever necessary to comply with applicable laws.

10.5 Notice Requirements

Employees requesting a Leave of Absence (of any type) must provide (where feasible) at least thirty (30) days of advance written notice to their supervisor and the Human Resources Office (HRO). If thirty (30) days notice is not practicable, such as a change in circumstances or medical emergency, notice must be given as soon as practicable. An employee's notification requirements will be satisfied once a completed Leave of Absence form has been received by the Human Resources Office. It is the responsibility of ASI to respond to a leave request in writing, paid or unpaid, and to designate the leave as FMLA, CFRA, or PDL, within ten (10) calendar days after receiving the request.

11.0 Administrative Leave

Administrative leave with or without pay can be given when it is in the best interest of ASI for an employee to leave the worksite, or not to return to the worksite, for a specified period of time. Although administrative leave may be used in conjunction with disciplinary action, it is not, in itself, a form of disciplinary action.

11.1 Administrative Leave with Pay

A supervisor or other ASI management official may place an employee on administrative leave with pay for the remainder of the employee's work day in the following instance:

- When it is perceived to be of an urgent or serious nature that an employee be immediately removed from the worksite for the remainder of the employee's workday
- When it is in the best interest of ASI to remove an employee from the worksite during the investigation of an alleged violation of law or of ASI policy

Prior to placing an employee on administrative leave with pay, the supervisor must notify the Human Resources Office. To place an employee on administrative leave with pay for periods of time longer than the remainder of the employee's workday, the supervisor must obtain prior approval from both the Human Resources Manager and the appropriate division Director.

In other extraordinary circumstances not covered elsewhere in this policy, a supervisor may place an employee on administrative leave with pay if authorized and approved by the Executive Director or his/her designee.

Time designated as administrative leave with pay will not be charged to the employee's paid leave.

11.2 Administrative Leave without Pay

An employee may be relieved of duties without pay for offenses that may result in termination, or if the employee's continued presence in the workplace would clearly jeopardize the well-being of ASI or any of its employees or students. The supervisor must notify the Human Resources Department prior to placing the employee on administrative leave.

11.3 Return to Work

When employees are absent from work on administrative leave, their positions shall be held for them, unless it is determined through the process of disciplinary action that the employee is to be terminated. Following administrative leave, an employee shall return to her or his former position. If necessary, a temporary employee may be used while an employee is on administrative leave.

11.4 Reporting and Record Keeping

The department supervisor must indicate the leave and the specified reason for the leave, using the Personnel Action Form. Administrative leave must be subsequently reported on payroll attendance records. The Human Resources Office shall be responsible for keeping records of administrative leave used by its employees.

11.5 Notification

Written notification to the employee is required when an employee is placed on administrative leave with pay for periods of time greater than the remainder of the workday or placed on administrative leave without pay. A copy of the notification must be submitted to the Human Resources Office.

12.0 Leave Donation

The Associated Students, Incorporated allows full-time employees to donate up to 16 hours per fiscal year of their vacation and/or sick leave credits to other employees who:

1. Have experienced an illness or injury which totally incapacitates them from work for a minimum of forty-five (45) calendar days; and
2. Have exhausted their accrued leave credits (sick leave, vacation, personal holiday).

Leave credits may be donated in no less than one-hour increments. To qualify for the receipt of donated leave credits, an employee must provide a physician's statement specifying the duration of the illness or injury and documenting that the employee is totally incapacitated from work.

The illness or injury must be one that has totally incapacitated the employee from work. Conditions that are short-term in nature (e.g. flu, measles, common illnesses and injuries, etc.) are not included. Chronic illnesses or injuries that result in intermittent absences from work may be included (e.g. cancer, AIDS, major surgery). Generally, speaking, such chronic illnesses or injuries must be considered both long term in nature and require long term recuperation periods.

The leave donation provisions may also apply in those instances when an employee is required to take extended periods of time off in order to care for an incapacitated close relative or person residing in the immediate household of the employee, including domestic partners, but excluding domestic help or roommates. In such cases, the employee must exhaust all accrued vacation and sick leave in order to qualify for donated leave. Only donated vacation credits may be used for such family care leave.

The total amount of leave credits donated and used may not exceed an amount sufficient to ensure the continuance of the employee's regular rate of compensation, less any disability payments received by the employee. The total donated leave credits shall normally not exceed three calendar months calculated from the first day of catastrophic leave. In exceptional cases, an additional three-month period may be approved.

The Human Resources Manager shall administer all solicitation and coordination of leave donations.

13.0 Responsibilities

13.1 Human Resources Committee

It shall be the responsibility of the Human Resources Committee to:

- Review, amend, and adopt changes to the Employee Leave Policy
- Approve changes in the actual leave benefits, as considered appropriate

13.2 Human Resources Manager

It shall be the responsibility of the Human Resources Manager to:

- Provide for administration of the procedures outlined in the Employee Leave Policy
- Assist directors, supervisors and employees in the implementation and administration of the Employee Leave Policy
- Recommend to the Human Resources Committee changes to the Employee Leave Policy or changes in the actual benefits and leave granted to employees, where considered appropriate

13.3 Supervisors

It shall be the responsibility of supervisors to:

- Ensure the completion of all required forms and records regarding the Employee Leave Policy
- Ensure that employees are aware of the Employee Leave Policy
- Ensure that employees provide complete information and all necessary documentation for required forms, in accordance with the Employee Leave Policy
- Assist other employees in clarifying eligibility for leave programs and in the completion of the necessary documentation
- Recommend changes to the Employee Leave Policy where considered appropriate

13.4 Employees

All employees shall:

- Become familiar with the Employee Leave Policy
- Comply with all regulations and procedures as outlined in the Employee Leave Policy

Forms

The following forms are to be used in the execution of this policy.

Form Name	Purpose	Responsible Office	Approved By	Timeline for Submission
Leave Request	To request and/or report a leave of absence	Human Resources Office	Immediate supervisor and appropriate Division director	When practicable, forms should be submitted at least thirty days prior to the desired date on which the leave will commence

Form Name	Purpose	Responsible Office	Approved By	Timeline for Submission
Personnel Action Form	To record a change to an employee's standing data or wage information or to provide such information for a newly hired employee	Human Resources Office	Immediate supervisor and appropriate Division director	Submit at least four (4) working days before the desired effective data of the transaction