

## Notes on Leave and other Employee Benefits

### 1. Leave

- Annual (vacation) leave accrued according to longevity at UA and percent appointment (for example, .5 FTE, .75 FTE, 1.0 FTE). Accrue, for example, 4, 6, 8, 10, 12, 14, or 15 hours per month.
- Sick leave accrued according to percent appointment (8 hours per month for fulltime appointed employee, etc.).

### 2. Examples of other types of leave (See list of Leave Codes; also on StaffWeb)

- Family sick (for parent, child, sibling, spouse, grandparent, grandchild, in-law)
- Jury duty
- Funeral/bereavement leave (for parent, child, sibling, spouse, grandparent, grandchild, in-law; is drawn from sick leave balance)
- Compensatory time: time accrued for extra time worked (rare, but allowed; receive as extra *time*, not pay; overtime must be acknowledged).

### 3. Use of accrued leave

- If sick, sick leave is used first, then compensatory time, then vacation.
- If vacation, compensatory time is used first, then vacation (does not roll to sick leave).
- Important to note leave and leave codes accurately and honestly.

### 4. FMLA (federal Family and Medical Leave Act; enacted in 1993)

- + Guarantees that same or equivalent position will be available following FMLA leave.
- + Deals with FMLA-qualifying leave: for example, employee or family member illness (spouse, child, parent); pregnancy (maternity/paternity); adoption; chronic or intermittent condition or care; primary care giver.
- + Permits up to 60 days (480 hours) of FMLA-qualifying leave annually.

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- Employee must have worked at least one year at UA.
  - Employee must have worked a minimum of 1250 hours in the year.
  - Use paid leave, then unpaid leave (unless maternity/paternity leave).
  - If FMLA leave is exhausted, a determination is made whether to allow leave without pay or to terminate employment.
  - If an employee is out sick more than 24 workhours in a calendar month, employee or supervisor should notify Kathy Riggle immediately for possible FMLA-qualifying situation.

- Contact Library Human Resources Office for forms or look on the StaffWeb. Campus Human Resources makes the decision as to FMLA eligibility. Neither the supervisor nor LHRO makes the decision; neither the supervisor nor LHRO provides any additional information. The request is handled confidentially by campus Human Resources. No one needs to know the circumstances of the FMLA request except the employee, the physician, and campus Human Resources. LHRO and the supervisor are informed of the approval for FMLA-qualifying leave.

5. **Catastrophic Leave Program**

- + Employee receives normal pay and benefits for up to six months (1040 hours) in a two-year period.
- + Covers employee and immediate family (spouse, child, parent).

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- “Medical condition: a personal emergency limited to catastrophic and debilitating medical situations, severely complicated disabilities and severe accident cases which cause the employee to be incapacitated, require a prolonged period of recuperation and require the employee’s absence from duty, as documented by a physician.”
  - Available for 100% appointed employees whose leave is exhausted.
  - Must have at least two years of service with the state.
  - Must not have been disciplined for any misuse of leave during the previous two years.
  - Must have a minimum accrued balance of 80 hours combined sick and annual leave at the onset of the illness or injury.

6. **Other topics** (brief)

- Flextime
- Possible temporary reduction in hours
- Employee Assistance Program counselors
- Long-term disability
- Workers’ compensation for work-related injuries
- Americans with Disabilities Act
- “Consistency is the opposite of discrimination.” – quotation from an employment law lawyer

7. **Summary**

- Employees should be conscientious--*for their own benefit*--in accruing and using leave.
- Benefits are available to support employees dealing with serious medical situations.
- Attendance is a component of performance.
- Chronic absenteeism and abuse of leave jeopardize benefits and employment.
- Discuss the situation and options confidentially with Library Human Resources Office staff.