



## Leave Policies 1700-0910

An employee who is absent from work for any reason is expected to report his or her absence to his or her administrator or College Dean as soon as possible. The University offers several types of approved leave benefits.

### A. **Sick Leave**

All full-time administrative, faculty, and support personnel will earn one day of sick leave per month of employment. Information concerning the maximum limit of sick leave and conversion of accumulated sick leave to credible months of service for Teachers' Retirements system members is available in the Payroll Office. ([SBP: 610.01](#))

### B. **Annual Leave**

Employees eligible to accrue annual leave are those compensated from Salary Schedules A, B, C, E, and H (prorated). Employees on Salary Schedule D do not accumulate annual leave.

### C. **Maternity Leave**

A full-time employee of the University will be granted up to a maximum of one year of maternity leave without pay. Persons on maternity leave without pay resulting from pregnancy may use earned sick leave upon request. A person who resigns instead of taking maternity leave cannot use accumulated sick leave. Persons taking maternity leave to stay home with adopted children will not be paid for earned sick leave. Leave earnings will continue for the period covered by maternity leave payments. The tenure status of persons on maternity leave will not be affected.

The one year maximum designation in the State Board of Education policy on maternity leave is intended to apply exclusively to unpaid maternity leave. Therefore, any paid leave taken by an employee for maternity purposes will not reduce the maximum amount of one year of unpaid maternity leave which the employee may also take.

A full-time University employee is entitled to "step" increases based on the number of years of full-time service which the respective employee completes. These step increases must be approved by the State Board of Education. In order for an employee to earn a year of service for step placement purposes, the employee must complete at least nine months (or the equivalent thereof) of full-time employment during a given academic year (September 1 - August 31). All paid workdays and paid leave days should count toward the required nine-month minimum. However, time spent on **unpaid** maternity leave **should not be counted** in computing the amount of time worked during a given academic year. ([SBP: 611.01](#))

### D. **Transfer of Sick Leave**

Employees of an Alabama institution may transfer earned sick leave from that institution to Athens State University when their employment status changes. Appropriate request forms and a statement of procedures are available in the Payroll Office or the Office of Human Resources. ([SBP: 610.01](#))

**E. Military Leave**

All employees of Athens State University who are active members of a reserve component of the United States are entitled military leave of absence pursuant to the terms of the Code of Alabama (1975) on days that they shall be engaged in field or coastal defense or other training or on other services ordered under the provisions of this charter, or of the National Defense Act, or of the federal laws governing the United States Reserve, without loss of pay, time, efficiency rating, annual vacation, or sick leave. Maximum military leave granted with pay in any calendar year shall be twenty-one (21) working days. ([SBP: 610.01](#))

**F. Personal Leave**

Full-time faculty employees are authorized five personal leave days during a state fiscal year. Personal leave days should be requested prior to their occurrence, but do not require justification. Personal leave days are not cumulative.

Unused personal leave will be converted to sick leave at the end of the year. ([SBP: 610.01](#))

**G. Leave Without Pay**

Employees of the University may need to take leave other than those described herein. Upon approval of their immediate supervisor, the President, and the Chancellor, leave time without pay may be granted. A sum equivalent to one day's computed salary will be deducted from the employee's monthly salary for each day of leave without pay. ([SBP: 611.01](#))

**H. Sick Leave Bank**

The State Board of Education has authorized the formation of a sick leave bank for full-time employees. The purpose of the bank is to provide a loan of days for its participating members after their accumulated sick, annual (staff only), and personal leave days have been exhausted. ([SBP: 610.01](#)).

A comprehensive description of details of the Sick Leave Bank is available in the Office of Human Resources.

**I. Court Attendance**

Full-time employees who are required to attend court in the capacity of jurors or witnesses under subpoena will be granted special leave with pay to attend such court. ([SBP: 610.01](#))

**J. Professional Development Leave**

According to [State Board Policy 612.01](#), full-time personnel shall be granted professional and/or vocational leave with pay for up to ten (10) days per year provided, in the opinion of the President, that the professional and/or vocational development activity will significantly enhance the employee's direct contributions to the institution and that it is consistent with the goals of the employee's professional and/or vocational development plan. The full-time employee must have a written statement accompanying each request and must provide a written report to the President upon completion of the activity. ([SBP: 612.01](#))

**K. Family and Medical Leave Act**

**Purpose:**

*The Family and Medical Leave Act (FMLA) of 1993 was passed by Congress to balance demands of the work place with needs of families, promote stability and economic security of families, and promote national interests in preserving family integrity; minimize the potential for employment discrimination on the basis of gender by ensuring generally that leave is available for eligible medical reasons (including maternity-related disability) and for compelling family reasons; and promote the goal of equal employment opportunity for women and men.*

FMLA requires covered employers to provide up to twelve (12) weeks of unpaid, job-protected leave per year to eligible employees due to the birth or adoption of a child, the employee's own serious health condition, or because the employee is needed to care for a parent, child, or spouse with a serious health condition. Health benefits must be maintained during the leave at the same level of employer and employee contribution as prior to the leave.

Details of eligibility, definitions, leave entitlement, and other information is available in the Office of Human Resources. ([State Board Policy 611.01](#)).

**L. Professional Leave**

Professional leave with pay may be granted to any full-time employee when federal or other non-institutional funds are available for such purposes. A person granted a leave with pay must return to the institution for a minimum period of two (2) years or repay the monies received while on leave. The tenure status of persons on professional leave will not be affected. Professional leave will be granted only on written request from the President and approval by the Chancellor. ([SBP: 610.01](#))

**M. Emergency Leave**

In situations where annual and sick leave have been exhausted, the president or an immediate supervisor may approve emergency leave to an employee up to a maximum of three days per leave year. This policy pertains to Salary Schedules A, B, C, E, and H.

**N. Payment For Absences Due to Work-Related Injuries**

Athens State University's policy concerning Payment for Absences Due to Work-Related Injuries states that the salary of an employee may be continued during absences if satisfactory evidence is presented which demonstrates that the absence is due to or arising from a job-related injury. Salary continuation for an employee for absences due to a job-related injury may be made only for temporary disabilities where there is a reasonable expectation of the employee's returning to work; salary continuation shall in no event exceed **90** working days. ([SBP: 610.02](#))