March 20, 1991

MEMORANDUM TO: Deans
               Directors

FROM: Wallace V. Mann, Jr. University Provost

SUBJECT: MEDICAL ABSENCE FOR BOARD APPOINTED PERSONNEL

The purpose of this memorandum is to provide guidance for documentation of medical absences of faculty and administrators in academic units and other departments reporting to the Office of the Provost. Obviously, good judgment and sensitivity should be used at all times, including decisions about exceptions to these standards.

In November, 1988, the Board of Trustees authorized the President and Provost to approve medical leaves with pay for up to one-half year of base salary for Board appointed personnel; a copy of that Board action is enclosed for your reference. This action provides that the justification for the medical leave shall be documented by a medical evidence satisfactory to the President or Provost.

1. In the case of Board appointed personnel, all requests for approval of leave or other absence over four weeks for medical reasons should be made in writing through the unit head to the Provost. Absences of less than four weeks can be approved by the dean, but should be appropriately documented. The enclosed chart, suggested by Dean Robert Taylor, may be a helpful reference when you receive and forward requests for leaves of absence.

2. Medical documentation is required in the event of absence of a chronic or persistent nature attributed to health problems, including all leaves and excused absences referred to the Provost.

3. Persons requesting medical leave or excused absence for medical reasons are responsible for supplying satisfactory documentation promptly. Documentation shall be in the form of a report dated and signed by a licensed physician or dentist (or, with prior consent of the Provost, another appropriate licensed health care provider) stating the patient's name, when seen, and a description of the medical condition responsible for the patient's absence.
a. If the patient is unfit for University duties, the report should indicate the first likely date of return or date for further evaluation.

b. When the patient is returning to University duties, a report shall also indicate fitness and release to return to assigned duties without restriction, or any limitations indicated by the medical condition in the opinion of the physician, dentist, or other acceptable health care professional.

4. Medical documentation shall be treated as confidential information. If there is a question about the justification of a recommendation, then additional opinions may be requested. Supplementary information can also be requested from the leave applicant.

5. In the case of probationary faculty who have not completed five years of service counted toward tenure, a request for medical leave shall indicate whether or not the leave time is requested to count toward tenure.

6. After receipt of satisfactory evidence, the Provost will approve the appropriate amount of medical leave or excused absence. Upon receipt of subsequent documentation, the approved leave dates may be extended, but paid leave will not be approved for more than six months or for periods not in the regular appointment period.

Enclosures

cc: President Donald Swain
Mr. Thomas Lyons
Dr. Thomas Crawford
Ms. Carolyn Cochran
REQUESTS FOR ABSENCES FOR BOARD APPOINTED PERSONNEL

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<th>SHORT-TERM ABSENCE</th>
<th>LEAVE OF ABSENCE</th>
<th>MEDICAL LEAVE OF ABSENCE¹</th>
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<td>Over 4 Weeks, Up to 8 Weeks</td>
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Medical leave, with pay, may be approved by the President or Provost for up to one-half year base salary (six months for those on annual appointment; one semester for those on academic year appointment). Appropriate documentation is required for medical leaves of absence.

If the absence is more than 2 weeks, the Provost shall be notified.
RECOMMENDATION TO THE BOARD OF TRUSTEES
CONCERNING APPROVALS FOR PERSONNEL ACTIONS

RECOMMENDATION:

The President recommends:

That the Board Policy on Short-Term Absences and Leaves of Absence be amended to read as follows:

1) An absence of more than four weeks is considered to be a leave. For a leave of absence, with or without pay, prior approval by the University Provost is required for faculty. In the case of administrators, leaves shall be approved by the President. All leaves will be reported to the Board of Trustees for information purposes only.

2) A leave for medical reasons, with pay, may be approved by the President or University Provost for up to one-half year base salary (six months or one semester) and reported to the Board of Trustees for information purposes only. The justification for medical leaves shall be documented by a physician's report satisfactory to the President of University Provost.

3) An absence for faculty, with or without pay, of up to four weeks requires prior approval by the Dean (or designee). If the absence is to last more than two weeks, the Provost shall be notified, but no further approval is required.