Information

Other Leaves with Pay

Effective

August 15, 2017

Number

PER-4.20

Applicability

This policy applies to university employees (staff, faculty, and administrators), unless specifically stated otherwise.

Administrative Authority

Vice President of Human Resources

Responsible Unit

Human Resources

Miller Information Technology Center Rm 02C

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Louisville, KY 40292

Phone: 502-852-6258
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History

This policy replaces the following previous policies:

Personal Leave-PER 4.06 (effective January 25, 1995);

Bereavement Leave-PER 4.07 (effective February 8, 2002);

Court/Jury Duty-PER 4.09 (effective May 1, 1992);

Voting-PER 4.10 (effective May 1, 1992); and

Leaves of Absence with Pay-PER 4.12 (education and professional leave - effective May 1, 1992).

Revision Date(s): May 8, 2015; November 22, 2016; August 15, 2017 (effective November 30, 2017); March 26, 2019; December 10, 2021 (minor edits); August 24, 2022 (minor edit); October 27, 2022; October 6, 2023 (minor edits); June 26, 2024; November 13, 2024; April 7, 2026 (minor revision)

Review Date(s): March 8, 2016; November 22, 2016; August 15, 2017; March 26, 2019; October 6, 2023

Categories

Statement:

Bereavement Leave (Applies to All Employees)

The university recognizes the need for employees to be away from work upon the death of an immediate family member. An employee, upon request, shall be granted three (3) days of administrative leave with pay upon the death of any member of the employee's immediate family. If more than three (3) days' absence is necessary to arrange for the disposition of remains or to attend a funeral or memorial service, including reasonable travel time, employees may use accrued sick leave.

An immediate family member is defined as an individual who is considered a biological, foster, or adoptive parent, a step-parent, spouse, qualifying adult (see definition), a biological, adoptive, or foster child, a step-child, a legal ward or a person whom the employee has (or had during the person's youth) daily

responsibility and financial support, mother, father, brother, sister, son, daughter, husband, wife, mother-in-law, father-in-law, brother-in-law, sister-in-law, son-in-law, daughter-in-law, grandparents, and grandchildren of both the employee and spouse or qualifying adult.

If employees desire additional time off from work in conjunction with Bereavement Leave for other reasons (such as spending time with extended family members or probating an estate) employees may request time off using personal days, vacation leave, and/or leave without pay consistent with appropriate leave policies. Supervisory approval shall not be unreasonably withheld.

Community Service Leave (Applies to All Employees)

Employees may request one (1) day of Community Service Leave (CSL) during a calendar year, which is prorated for part-time employees. CSL is subject to completion of the CSL procedures outlined in this policy and the following guidelines:

- Employees must have satisfactory performance and not be on a performance improvement plan;
- Employees must receive prior approval from their supervisor. The supervisor may require leave be taken at an alternative time, based on operational needs of the department;
- Employees will be required to provide documented proof of volunteer service hours from the service organization;
- CSL does not contribute to time worked in determining overtime pay and will be offset by any additional time worked during a work week;
- CSL that is not used in a calendar year does not carry forward to the next calendar year;
- If an Employee transfers from one unit to another unit without a break in service, any unused CSL will be transferred to the new unit for use in that same calendar year; and
- CSL is not paid out upon termination or retirement.

Court/Jury Duty (Applies Only to Staff Employees)

Any employee who submits to their supervisor a copy of their subpoena to serve as a juror or as a witness shall be granted time off for actual time for such duty and reasonable travel time when such absence occurs during their regularly scheduled hours of work. A copy of the subpoena must be retained at the departmental/unit

level. Employees shall be required to return to their jobs at the end of the daily court duty if there are more than four (4) hours remaining in the work schedule. Employees normally scheduled to work on the second or third shift who are selected for court/jury duty will be expected to report for work in accordance with their assigned schedules if they are excused from such service before having served four (4) hours or more. Appearance in court for traffic or other violations or as a party in a lawsuit must be charged to an appropriate leave balance or leave without pay.

Voting (Applies to All Employees)

In accordance with state statutes, any person who is entitled to vote on Election Day may be absent up to four (4) hours if the voter applies for the time off prior to Election Day. Supervisors may grant up to two (2) consecutive hours off from regular duties with pay to vote and may determine when such time is to be taken during the day. The employee may use vacation leave or personal days, for the remaining two (2) hours.

Education Leave (Applies to All Employees)

Educational leave with pay shall be granted to any employee who is required as a part of the job to enroll in or attend a college, university, training academy, short course, seminar, conference, or other meeting.

Release time from the regular work schedule may be granted by unit heads to employees to attend university classes during normal working hours for their personal benefit provided:

a. The release time will not cause an undue hardship on the operations of the unit or upon the working conditions of other personnel in the unit; and

b. Any time missed from the normal work schedule for classified staff to attend such classes will be made up during the same workweek in which the absence(s) occurs; and

c. The employee has demonstrated and documented satisfactory performance.

Personal Leave (Applies Only to Classified Staff Employees)

The university will provide occasional time off with pay for classified employees to conduct personal business which cannot be transacted outside normal working

hours, such as real estate closings, religious observances, court appearance other than jury duty or as a witness (See Court/Jury Duty section above), and family responsibilities.

During the calendar year, a classified staff employee may take up to two (2) days of personal leave with pay. Personal leave will be authorized by the supervisor when it aligns with both department and employee needs. A minimum of three (3) workdays' notice should be given whenever possible. In emergencies, however, shorter notice may be given.

Personal leave days are not accrued beyond the calendar year.

For new employees in their six (6) month provisional period, personal leave will be prorated based on hire date.

Whenever an employee moves from one unit to another without a break in regular continuous service, unused personal days shall be transferred to the new unit for future use during the remainder of the calendar year.

Personal leave will not be paid at termination nor in the event an employee transfers into a professional/administrative position.

Professional Leave (Applies Only to Professional/Administrative Staff Employees)

The university will grant, whenever possible, a leave of absence with pay to any exempt professional/administrative staff member who has completed ten (10) continuous years of university service in such capacity. It is anticipated such leaves are to be used for improving the staff member's future contributions to the university by providing a period of time for concentrated scholarly work, research, or other professional development. Such leave may be granted by the Vice President for Human Resources, for up to three (3) months, not more frequently than every five (5) years, on the approval and recommendation of the exempt professional/administrative staff member's immediate supervisor and the vice president, dean or VP/Dean designee.

An exempt professional/administrative staff member who has been granted professional leave is required to return to the university for at least a three (3) month period. If the employee does not successfully return to work and complete

the three (3) month period, the employee will be obligated to repay the University of Louisville all remuneration received from the University of Louisville during the period of leave.

Definitions:

Definitions

Procedures:

Bereavement Leave

An employee must submit a request to use bereavement leave to their supervisor and/or unit head. The request should indicate the time(s) and date(s) the leave begins and the return to work. The request should also indicate the family relationship to the deceased family member. In certain cases, the employee may notify the supervisor of the need to use bereavement leave by telephone.

The employee must submit an absence request into the university's HRIS using the appropriate absence type (Supervisor Approved Leave for exempt employees or Bereavement for non-exempt employees) upon their return to work. Appropriate documentation must be attached within the leave request.

Community Service Leave

Employees must request CSL approval from their supervisor as far in advance as possible. A supervisor may require that CSL be taken at an alternative time, based on the operational needs of the department. Employees are to provide documented proof of volunteer service hours from the service organization to their supervisor.

The employee must submit an absence request into the University's HRIS using absence type Community Service upon their return to work. Appropriate documentation must be attached within the leave request.

Court/Jury Duty

An employee must submit a request to use administrative leave with pay for court or jury duty to their supervisor and/or unit head prior to the beginning date of the leave

of absence. The request should indicate the times and dates as to when the leave begins and an estimated return to work. A copy of the subpoena to serve as a juror or as a witness must be attached.

The employee must submit an absence request into the University's HRIS using absence type (Administrative - Paid for exempt employees or Jury Duty for non-exempt employees) upon their return to work. Appropriate documentation must be attached.

Voting

An employee must submit an absence request into the University's HRIS using absence type (Supervisor Approved Leave and must include "Voting Leave" as a reasoning under the comments section for exempt employees or Election for non-exempt employees) prior to the beginning date of the leave of absence. The request should indicate the times, dates as to when the leave begins and the return to work.

Personal Leave (Classified Staff)

A classified staff member must submit an absence request into the University's HRIS using absence type Personal prior to the beginning date of the leave of absence. The request should indicate the time(s) and date(s) when the leave begins and the return from leave.

Professional Leave (Professional/Administrative Staff)

*** The employee may withdraw their application for professional leave at any point in these procedures.**

**** If the next line of approval is the same approver, (i.e., the immediate supervisor is the VP/Dean) the corresponding step can be skipped.**

1. The employee must discuss the proposed professional leave with their immediate supervisor.

2. The employee must complete the appropriate sections of the Professional Leave Request Form and attach any necessary supporting documentation.

The professional leave must meet the following criteria:

- **Professional/Administrative Staff Member**: The professional/administrative staff member meets the eligibility requirements for the professional leave.
- **Plan for Development:** The plan expresses how the professional leave fits within the larger context of the employee's career, the goals of the university, and clearly shows how the leave will impact the employee's future contributions to the university.
- **Development Outcomes:** The outcomes are clear, measurable, and lead to the success of the development plan. Outcomes should be described for the employee and university, as appropriate.

3. The employee must provide the completed request form and proposal to their immediate supervisor for approvals. The supervisor must receive requests for professional leave at least ninety (90) days before the expected leave date.

The immediate supervisor will collaborate with the employee on adjusting the plan as needed. The request must include a written plan describing how the employee's duties and responsibilities will be met during the period of the leave. If such coverage cannot be satisfactorily arranged, the leave request will not be approved.

4. If the supervisor approves the request, the supervisor will fill out the appropriate sections of the request form, sign it, and forward it to the Vice President, Dean, or VP/Dean designee for approval.

If the supervisor denies the request, the supervisor must include a written reason for denial (a copy shall also be provided to the employee).

5. Upon receipt of the approved request, the VP/dean or designee will have thirty (30) days to review the Professional Leave Request and approve or deny the request.

If the VP/dean or designee approves the request, the VP/dean or designee will sign the request form and forward it to Human Resources at askhr@louisville.edu.

If the request is denied, the VP/dean or designee must include a written reason for denial (a copy shall be provided to the employee and the employee's immediate supervisor).

6. Upon receipt of an approved request for professional leave, Human Resources will review it to determine if the leave request meets the eligibility requirements for

professional leave. Human Resources will act within thirty (30) days to evaluate the request for professional leave based on the criteria listed in step two (2).

If the request meets the criteria outlined above, Human Resources will submit the request to the VP for Human Resources for final approval.

7. Human Resources will communicate the approval or denial of the request to the employee, the employee's immediate supervisor, and the VP/dean or designee. The approval will state the dates of leave and the expected return date.

If the request is denied, Human Resources will provide a written reason for the denial to the employee, employee's immediate supervisor, and to the VP/dean or designee.

8. The employee must submit an absence request into the University's HRIS using absence type Professional Leave - Staff - Paid prior to the beginning date of the leave of absence. The approved professional leave request form must be attached.

Responsibilities:

The supervisor or department/unit head is responsible for reviewing request for leave submissions, determining approval, and notifying the employee of the determination.