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<b>Employee Leave Procedures</b>	
Including <a href="#">Administrative Leave</a> , <a href="#">Bereavement/Funeral Leave</a> , <a href="#">Civil Leave</a> , <a href="#">Crisis Leave</a> , <a href="#">Family/Medical Leave</a> , <a href="#">Holiday Leave</a> , <a href="#">Inclement Weather</a> , <a href="#">Injury Leave</a> , <a href="#">Leave of Absence without Pay</a> , <a href="#">Military Leave</a> , <a href="#">Parental Leave</a> , <a href="#">Sick Leave</a> , and <a href="#">Vacation Leave</a>	
<b>Purpose</b>	
1.1	It is the intent of UNMC to grant paid or unpaid leave to regular employees under appropriate circumstances. For regular part-time employees, the rate is adjusted according to the employee's FTE.
<b>Scope</b>	
2.1	The UNMC Leave Policy is applicable to all UNMC employees to include Office/Service, Managerial/Professional, Faculty, and Other Academic positions.
<b>Basis of the Policy</b>	
3.1	UNMC provides for various types of paid and unpaid employee leave. UNMC leave policies are based on the federal Family and Medical Leave Act (FMLA) of 1993, ADA, the Uniformed Service Employment and Reemployment Rights Act (USERRA) of 1994, Nebraska Revised Statutes §55-160 <i>et seq.</i> §81-1391, University of Nebraska Central Administration and the Bylaws of the Board of Regents of the University of Nebraska (3.4.2; 3.4.3; and 3.6).
<b>Authorities and Administration</b>	
4.1	The UNMC Human Resources' Division Director of Employee Relations is responsible for the administration, implementation, and maintenance of the Employee Leave policy at the campus level in consultation with the Assistant Vice Chancellor for Business and Finance - Executive Director of Human Resources and the Vice Chancellor for Business and Finance.
<b>Procedures</b>	
5.1	<p><b>Administrative Leave:</b></p> <ol style="list-style-type: none"> <li>1. Administrative leave shall be granted at the discretion of the Chancellor or other designated officials.</li> <li>2. Under certain conditions, administrative leave with pay may also be granted in situations in which employees perform a community service such as volunteer fire fighters, volunteer rescue squad call and other specific instances. Individuals and departments should contact Human Resources – Employee Relations at 402/559-4371 or 402/559-8534 for guidance in using this type of administrative leave. Documentation of the leave may be required.</li> <li>3. Under special circumstances, administrative leave may be used for appointments with</li> </ol>

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	<p>the Employee Assistance Program (“EAP”).</p>
<p>5.2</p>	<p><b>Bereavement/Funeral Leave:</b> When necessary, up to five consecutive workdays of bereavement/funeral leave may be granted in the event of a death within the employee’s immediate family. For this purpose, immediate family shall include: wife, husband, children, grandchildren, mother, father, grandparents, brother, sister, daughter-in-law, son-in-law, guardian, ward, stepfather, stepmother, stepchildren, or persons bearing the same relationship to the spouse of the employee. Employees may use unpaid family/medical leave upon the death of an immediate family member. (For more information, see below for Family/Medical Leave).</p> <p>For persons not defined as immediate family, up to one day of bereavement/funeral leave may be granted at the discretion of the employee’s supervisor.</p> <p>Bereavement/funeral leave is not charged to sick leave or vacation leave.</p> <p>Notice to the supervisor of the need to use bereavement/funeral leave must be given in advance.</p> <p>With advanced notice to and approval of the supervisor, bereavement/funeral leave may be supplemented by the use of vacation leave, floating/banked holiday, or leave without pay.</p> <p>Documentation of the need for bereavement/funeral leave may be required.</p> <p>Eligible employees should contact Human Resources-Employee Relations regarding their rights to Family/Medical Leave for an absence of five or more consecutive workdays related to the death of an immediate family member.</p>
<p>5.3</p>	<p><b>Civil Leave:</b> Pursuant to Neb. Rev. Stat. §81-1391, an employee who is a certified disaster service volunteer of the American Red Cross may, with the authorization of his/her supervisor, be granted a leave not to exceed fifteen (15) working days in each year to participate in specialized disaster relief services in Nebraska for the American Red Cross, upon the request of the American Red Cross, without loss of pay, vacation time, sick leave or previously earned overtime accumulations.</p> <ol style="list-style-type: none"> <li>1. Supervisor Notification:       <ol style="list-style-type: none"> <li>a. The department may require that approval be obtained prior to taking civil leave.</li> <li>b. Documentation of the need for civil leave is required.</li> <li>c. The employee must notify the supervisor in advance of the need for civil leave.</li> </ol> </li> <li>2. Effect of Civil Leave on Time Reports and Compensation/Benefits:       <ol style="list-style-type: none"> <li>a. Civil leave is never recorded as “hours worked” for purposes of calculating overtime pay.</li> <li>b. The employee’s anniversary date and benefits are not effected by civil leave with</li> </ol> </li> </ol>

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	pay.
5.4	<p><b>Crisis Leave:</b></p> <ol style="list-style-type: none"> <li>1. <b>Donation of Leave:</b> Regular employees who earn vacation leave may donate up to three (3) accumulated vacation days per calendar year to the crisis leave pool. The Assistant Vice Chancellor/Executive Director of Human Resources may identify exceptional circumstances under which greater amounts, not to exceed five (5) days per calendar year, may be donated to the crisis leave pool. Donations of accumulated vacation leave to the crisis leave pool will be accounted for on the basis of the number of days donated, rather than the dollar value of the days donated. Employees may not donate vacation leave which otherwise would be lost under UNMC policy. Donated days will be subtracted from the employee's accrued vacation leave balance.       <p>To assure consistent administration of the policy on the UNMC campus, Human Resources has established the following procedures:</p> <ol style="list-style-type: none"> <li>a. Requests for use of donated crisis leave and the anticipated time period of absence must be reported on the UNMC Request for Crisis Leave form. UNMC may require medical certification from the treating physician or other licensed health care provider.</li> <li>b. Requests for crisis leave will be evaluated on these criteria:           <ol style="list-style-type: none"> <li>i. Appropriateness of the leave under the UNMC crisis leave policy;</li> <li>ii. Managerial/Professional and Office-Service employees must have completed their probationary period.</li> <li>iii. Availability of leave within the UNMC crisis leave pool;</li> <li>iv. Departments must advance vacation leave and sick leave, if sick leave is appropriate to the situation of the request;</li> <li>v. Records of leave use by the employee.</li> </ol> </li> <li>c. Denials of crisis leave or limitations on the amount of crisis leave given will not be grievable events under the UNMC grievance policy.</li> <li>d. Crisis leave requests require verification by the immediate supervisor. Request forms must then be forwarded to Human Resources-Employee Relations for consideration, approval, or disapproval.</li> <li>e. Prior to granting crisis leave, a department must advance an individual one week's vacation and one week's sick leave, if appropriate to the request for crisis leave.</li> <li>f. Crisis leave received but not used will be returned to the crisis leave pool 12 months following the granting of crisis leave.</li> </ol> </li> <li>2. <b>Granting Crisis Leave:</b> Regular employees (those who have completed original probation) may be eligible to receive crisis leave when all sick leave and sick leave advancement if appropriate to the situation (up to 40 hours), vacation leave and vacation leave advancement (up to 40 hours), and floating/banked holidays or other leave (as may be applicable to the purpose of the crisis leave request) have been exhausted.       <ol style="list-style-type: none"> <li>a. Crisis leave may be requested for:           <ol style="list-style-type: none"> <li>i. Serious illness of the employee or the employee's spouse;</li> <li>ii. Serious illness of the employee' child or parent;</li> <li>iii. In conjunction with a Worker's Compensation claim.</li> </ol> </li> </ol> </li> </ol>



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defined as:

- i. A member of the Armed Forces who suffered an injury or illness while on active-duty that may render the person unable to perform the duties of the member's office, grade, rank or rating; or
- ii. A veteran who is undergoing medical treatment, recuperation, or therapy for serious injury or illness and who was a member of the Armed Forces at any time during the five years preceding the date on which the veteran undergoes such treatment, recuperation, or therapy.

**2. Definitions:**

- a. "Child" see definition of "son or daughter" under k.
- b. "Equivalent position" is a position that has equal status, pay, and benefits. The duties and responsibilities must entail substantially equivalent skill, effort, responsibility, and authority.
- c. "Equal Coverage". This plan applies equally to males and females.
- d. "Foster care" is 24-hour care for children in substitution for and away from, their parents or guardian in accordance with an agreement with the State.
- e. "Healthcare provider" for purpose of medical certification shall include only doctors of medicine, or osteopathy, podiatrists, dentists, clinical psychologists, optometrists, chiropractors, state-authorized nurse practitioners and nurse-midwives and Christian Science practitioners listed with the First Church of Christ, Scientist in Boston, Massachusetts.
- f. "Immediate family" is defined as spouse, children, step-children, parents, step-parents, grandchildren, step-grandchildren, grandparents, step-grandparents, brother, step-brother, sister, step-sister, or persons bearing the same relationship to the spouse.
- g. "Intermittent Leave" is leave (for any employee, spouse, child or parent according to the above definition, taken in separate blocks of time due to a single illness or injury, for example, 1-3 non-consecutive scheduled work days per week.
- h. "Parent" is defined as the biological, adoptive, step or foster parent of an employee or an individual who stood in loco parentis to the employee when the employee was a son or daughter (individual who had the day-to-day responsibilities to care for or financially support the child).
- i. "Reduced Leave Schedule" is a leave schedule that reduces the employee's usual number of work hours per week.
- j. "Serious Health Condition" is defined as an illness, injury, impairment or physical or mental condition that involves: [1] inpatient care; [2] continuing treatment by a health care provider which requires absence from work, school, or other regular daily activities of more than three (3) calendar days; [3] chronic or long-term illness that is incurable or so serious that if untreated would probably lead to more than three days' incapacity, and it requires continuing medical treatment or supervision. "Serious Health Condition" generally does not include cosmetic treatments, minor conditions such as the common cold, earaches, headaches, the flu, routine doctor's appointments, or treatment with over-the-counter medications.
- k. "Son or Daughter" is a biological, adopted, or foster child, a stepchild, a legal ward, or other child of a person standing in loco parentis, who is either under age 18, or 18 or older and incapable of self-care because of a mental or physical disability.



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- approval.
- iv. Within five (5) days of Request notify the employee in writing that the employee is eligible for FMLA and being placed in family leave status, regardless of completion of this form.
- v. Your department is accountable for documenting all leave hours taken in relation to this approved FMLA.

**c. Human Resources – Employee Relations’ responsibility:**

- i. Approve and/or interpret the request if accompanied by a Certification of Healthcare Provider form or other documentation.
- ii. Return the form to the manager/supervisor or designated person with a written approval or denial of the request.

Prior to granting Family/Medical Leave, UNMC may require medical certification for an employee’s serious health condition or that of the employee’s spouse, child, or parent.

**4. Financial Responsibilities:**

- a. Family and Medical Leave entitlement shall be without pay. However, the employee may request that a paid leave balance (i.e., sick leave, vacation leave, funeral leave) be charged for all or part of the Family/Medical Leave, if such paid leave would otherwise be granted based on the reason for the absence. In such cases, the paid leave time may be used during the Family/Medical Leave period.
- b. Employees on Family/Medical Leave who are enrolled in UNMC’s insured benefits program may continue to participate in such programs, and continue to receive employer contributions for the period of the Family/Medical Leave.
- c. During an unpaid Family/Medical Leave, an employee:
  - i. May retain any accrued but unused vacation and floating holidays earned prior to the leave.
  - ii. Shall not accrue any additional leave while in an unpaid status.
- d. Holidays, both traditional and floating, that occur while an employee is on an unpaid Family/Medical Leave are not charged to their Family Medical Leave entitlement. These holidays are not paid, as an employee must be in a paid status the day before and the day following a holiday to be eligible for holiday pay.
- e. Any sick leave or absence due to a work related injury of five (5) or more consecutive scheduled work days will automatically be charged against the employee’s Family/Medical Leave entitlement.
- f. Any sick leave or absence due to the employee’s serious illness, accident, or injury of five (5) or more consecutive scheduled work days will automatically be charged against an employee’s Family/Medical Leave entitlement.
- g. Follow-up medical visits or other absences associated with an approved Family/Medical Leave will also be charged to the employee’s entitlement.

**5. Approvals:**

- a. It is the intent of this policy that employees will have a right to Family/Medical Leaves for the purposes stated in Eligibility. The approval process will focus on timing or other



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uninterrupted basis) or on a reduced schedule.

**7. Return from Family/Medical Leave:**

- a. UNMC employees who take Family/Medical Leave from a position within the University will be able to return to the position vacated or an equivalent position. In the event of budgetary or organizational changes during the period of absence, the employee shall be treated as if he or she were occupying the position at the time of the change.
- b. If an employee does not return to work at the conclusion of the Family/ Medical Leave, unless other arrangements are made, he/she shall be separated from the University.

**8. Medical Certification:**

UNMC may require medical certification before granting Family/Medical Leave for the serious health condition of the employee's own illness, and when the employee is needed to care for a child, parent, or spouse with a serious health condition. When an employee notifies the supervisor of the need for Family/Medical Leave, the supervisor must provide in writing, the requirements for the employee to furnish medical certification of a serious health condition. At least 15 calendar days should be allowed for the employee to obtain the medical certification.

**9. Healthcare Providers:**

Medical certification can be provided by doctors of medicine or osteopathy, nurse practitioners, nurse midwives, podiatrists, dentists, clinical psychologists, optometrists, chiropractors, and Christian Science practitioners.

For the purpose of medical certification a "Healthcare Provider" shall include only doctors of medicine, or osteopathy, podiatrists, dentists, clinical psychologists, optometrists, chiropractors, state-authorized nurse practitioners and nurse-midwives and Christian Science practitioners listed with the First Church of Christ, Scientist in Boston, Massachusetts.

**10. Second Opinion:**

If the supervisor/manager or other designated administrator disagrees with the medical certification, UNMC may request a second opinion from a healthcare provider of its own choosing. UNMC will pay for the employee to get a medical certification from a second doctor.

**11. Third Opinion:**

If the opinions of the healthcare providers furnishing the first and second opinions differ, UNMC may request the employee to obtain a final and binding third opinion at UNMC's expense. The selection of the healthcare provider furnishing the third opinion must be mutually agreed on by the employee and by UNMC.

**12. Recertification:**

- a. UNMC may request reasonable recertification regarding the serious health condition of the employee or the employee's child, parent, spouse or others bearing the same

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	<p>relationship to the employee's spouse, but no more than once every 30 days unless:</p> <ul style="list-style-type: none"> <li>b. The employee requests an extension of the Family/Medical Leave.</li> <li>c. A change in circumstances during the illness or injury; or</li> <li>d. UNMC receives information that casts doubt upon the continuing validity of the most recent medical certification, or;</li> <li>e. If further clarification is necessary.</li> </ul> <p><a href="#">FMLA - Request for Family Medical Leave Form</a> / <a href="#">FMLA - Request for Military Qualifying Exigency Leave and Medical Caregiver Leave Form</a> / <a href="#">Certification of Health Care Provider for Employees Serious Health Condition</a> / <a href="#">Certification of Health Care Provider for Family Members Serious Health Condition</a> / <a href="#">Certification for Serious Injury or Illness of Covered Servicemember for Military Family Leave</a> / <a href="#">Certification of Qualifying Exigency for Military Family Leave</a></p>
5.6	<p><b>Nebraska Family Military Leave:</b> The Nebraska Unicameral enacted the Nebraska Family Military Leave Act effective April 4, 2007. As such, UNMC provides unpaid leave to qualifying University employees who are spouses or parents of military service members under federal or state deployment orders.</p> <p><b>Qualifying employees</b> shall include any employee who:</p> <ol style="list-style-type: none"> <li>1. Has been employed by the University of Nebraska for at least twelve months.</li> <li>2. Has provided at least one thousand two hundred fifty (1,250) hours of service during the twelve-month period immediately preceding the commencement of the leave.</li> <li>3. Is the spouse or parent of a person called to military service lasting over one hundred seventy-nine days or longer with the state or United States pursuant to the orders of the Governor or the President of the United States</li> </ol> <p><b>Requests for Family Military Leave (Nebraska Family Military ACT):</b> may be made to the employee's immediate supervisor any time the deployment orders are in effect. Employees requesting five (5) or more consecutive days of Family Military Leave shall provide at least fourteen calendar day's prior notice, and where able, will consult with the supervisor to schedule leave to avoid work disruptions. For leave of less than five (5) consecutive days, employees shall give advance notice as practical. Certification/proof of the call to service, from the proper military authority, may be required.</p> <p><b>Maximum leave allowable</b> under the Nebraska Family Military Leave Act shall be thirty (30) working days of unpaid leave. The employee may elect to apply accrued vacation leave, compensatory time off, or floating or banked holiday during the leave period.</p> <p>Employees involved in any of the University of Nebraska insured benefit programs may continue to participate in said programs and will receive continued employer contributions for the period of the leave. They are, however, responsible for their employee contributions required to maintain those benefits when on an unpaid status.</p>

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	<p>Upon expiration of the leave, the employee is entitled to be restored to the position held prior to commencement of leave or to an equivalent position.</p> <p style="text-align: center;"><a href="#">Nebraska Family Military Leave Procedures</a></p> <p style="text-align: center;"><a href="#">Request for Nebraska Military Family Leave Form</a></p>														
5.7	<p><b>Holiday Leave:</b> To receive holiday pay, regular employees must be in a paid status for all scheduled hours on both the last scheduled workday immediately before the holiday and on the first scheduled workday immediately after the holiday. Temporary employees are not eligible to holiday pay.</p> <p>Regular employees who are required to work on holidays will be paid for all hours worked at the regular hourly rate in addition to holiday pay, in keeping with the overtime compensation policy.</p> <p>Regular part-time employees receive holiday pay pro-rated according to the FTE, regardless of whether the employee is scheduled to work on the holiday. Holiday pay will be prorated for employees on workers' compensation who are using sick and/or vacation leave to supplement their pay.</p> <p>When the holiday is observed, it will not be considered as hours worked in computing over-time compensation.</p> <p>Holidays falling on the first day of the weekend will be observed on the day before; holidays falling on the last day of the weekend will be observed the following day.</p> <p>In accordance with policy #1098, employees on "Suspension without pay" may not use holiday or floating/banked holidays to avoid being without pay.</p> <p><b>1. Traditional Holidays</b></p> <table border="1" data-bbox="326 1528 1466 1864"> <tr> <td>New Year's Day</td> <td>January 1</td> </tr> <tr> <td>Memorial Day</td> <td>Last Monday in May</td> </tr> <tr> <td>Independence Day</td> <td>July 4</td> </tr> <tr> <td>Labor Day</td> <td>First Monday in September</td> </tr> <tr> <td>Thanksgiving Day</td> <td>Fourth Thursday in November</td> </tr> <tr> <td>Day After Thanksgiving</td> <td>Friday following the Fourth Thursday in November</td> </tr> <tr> <td>Christmas Day</td> <td>December 25</td> </tr> </table>	New Year's Day	January 1	Memorial Day	Last Monday in May	Independence Day	July 4	Labor Day	First Monday in September	Thanksgiving Day	Fourth Thursday in November	Day After Thanksgiving	Friday following the Fourth Thursday in November	Christmas Day	December 25
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**2. Floating/Banked Holidays**

Martin Luther King, Jr. Day	Third Monday in January
President's Day	Third Monday in February
Arbor Day	Last Friday in April
Columbus Day	Second Monday in October
Veteran's Day	November 11

Observance of these floating/banked holidays should be at the convenience of the employee's department and the employee. These may be taken at some mutually accepted time, but cannot be taken prior to the date of the holiday.

5.8

**Inclement Weather:** Chancellors of the University of Nebraska have the discretion to close campuses due to local weather conditions. In the event of a closing of a University of Nebraska campus due to inclement weather, employees will receive paid leave, if they were scheduled to work during the closure.

UNMC, as a health sciences center, has a number of activities that must be kept operational regardless of the weather conditions. These include activities that directly and indirectly support patient care at the hospital and clinics, as well as many research and educational functions. This is why UNMC is the only campus in the University of Nebraska System that does not close down during semester break in late December. Because so many employees must report, regardless of the weather, the determination has been made for the entire campus to be considered open and operational, even when other University of Nebraska campuses and area businesses may be closed. All supervisors are asked to be as reasonable as conditions allow in staffing their departments during severely inclement weather. It is recognized that some employees may not be able to report or will want to leave early due to safety concerns. Employees who do not report, or leave early, with supervisor approval must use vacation, floating holiday, or leave without pay to account for any time not worked. Salaried employees who are exempt from FLSA cannot take unpaid leave in increments of less than one work day.

Employees of UNMC who are located on:

1. Other University of Nebraska campuses (i.e., Kearney), will comply with the directions of the Chancellors of those campuses regarding closings due to weather. If the individual campus is closed during inclement weather, the time reporting should be coded in a manner prescribed by payroll.

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	<p>2. On locations other than University campuses (i.e., Lincoln), will comply with the directions of the Dean of those Colleges (i.e. COD, CON) regarding closing due to weather. If the individual location is closed during inclement weather, the time reporting should be coded in a manner prescribed by payroll.</p>
5.9	<p><b>Injury Leave:</b> Injury leave will not be charged to sick leave or vacation; the time reporting should be coded in a manner prescribed by payroll. Proper documentation of the injury will be required.</p>
5.10	<p><b>Leave of Absence without Pay:</b> Requests for Leave of Absence without Pay require the advance written approval of the supervisor. A Leave of Absence without Pay will only be granted for one year from the last day physically worked.</p>
5.11	<p><b>Military Leave – USERRA:</b> The University of Nebraska Medical Center shall comply with the Uniformed Service employment and Reemployment Rights Act of 1994 (USERRA) and Neb. Rev. Stat. §SS-160 et seq. concerning the treatment of University employees with military obligations.</p> <p>1. <b>Nebraska Statutes:</b> 55-160. National Guard; Army Reserve; Naval Reserve; Marine Corps Reserve; Air Force Reserve; Coast Guard Reserve; active service; officers and employee of state; leave of absence without loss of pay; limitations. All employees, including elected officials of the State of Nebraska, or any political sub-division thereof, who shall be members of the National Guard, Army Reserve, Naval Reserve, Marine Corps Reserve, Air Force Reserve, and Coast Guard Reserve, shall be entitled to leave of absence from their respective duties, without loss of pay, on all days during which they are employed with or without pay under orders or authorization of competent authority in the active service of the state or of the United States, for not to exceed fifteen working days in any one calendar year. Such leave of absence shall be in addition to the regular annual leave of the person named herein. When the Governor of this state shall declare that a state of emergency exists, and any of the persons named in this section are ordered to active service of the state, an additional leave of absence will be granted until such member is release from active service by competent authority. During the additional leave of absence because of the call of the Governor, any official or employee subject to the provisions of this section shall receive such portion of his salary or compensation as will equal the loss he may suffer while in active service of the state. Governmental officers serving a term of office shall receive their compensation as provided by law. Source: Laws 1947, c. 198, § 1, p 642; Laws 1953, c 188, § 26, p. 602; R.R.S. 1943, § 55-156.01; Laws 1969, c459, § 58, p.1600. State employee on paid emergency military duty entitled to receive portion of regular employment salary as equals income loss on active duty. King v. School District of Omaha, 197 Neb. 303, 248 N.W.2d 752 (1976).</p> <p>2. <b>Notification:</b> Employees are required to notify the immediate supervisor as soon as possible when orders are received for annual military training, active duty, emergency duty, or any other military activity where their presence is required. Employees are also required to notify Human Resources-Employee Relations as soon as possible to coordinate issues regarding their pay, benefits, re-employment rights and submission of official orders for the</p>



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	<p>service toward the retirement plan's two years of service eligibility requirement.</p> <p style="text-align: center;"><a href="#">Request for Military Leave USERRA Form</a></p>
<p>5.12</p>	<p><b>Parental Leave:</b> The Parental Leave policies are intended to establish and clarify the leaves available to University of Nebraska Medical Center staff in cases of pregnancy, childbirth, and adoption:</p> <ol style="list-style-type: none"> <li>1. <b>Medical Maternity Leave:</b> UNMC staff's eligibility for Leave vary depending upon each employee's individual circumstances. An attending physician or other licensed health care provider will normally determine the appropriate length of leave. An eight-week total leave period for pre-partum and post-partum care and recovery during which time the employee will be excused from all duties, will be considered normal; however, more or less leave time may be taken based on individual health circumstances.</li> <li>2. <b>Parental Leave to Provide Care/Assistance to Mother and/or Child:</b> for those employees who wish to take leave upon the birth of a child because the health of the employee's spouse or child requires the employee's presence, or because such presence would be beneficial to the employee's spouse or child, up to five days unpaid parental leave may be granted unless he/she has accrued sick leave or vacation leave that he/she may desire to use during parental leave.</li> <li>3. <b>Adoption Leave:</b> UNMC staff is eligible for eight weeks unpaid adoption leave unless he/she has accrued sick leave or vacation leave that he/she may desire to use during the adoption leave. A newly adoptive parent, who is the primary caregiver, may take up to eight weeks unpaid leave upon the adoption of a child to provide care and assistance to the child. The declaration of which parent is the primary care-giver is made by the adopting parents. The non-primary care-giver of the adopted child may take up to five days unpaid parental leave, unless he/she has accrued sick leave or vacation leave that he/she may desire to use during parental leave, to provide assistance in the care of the child.</li> </ol> <p>Any parental leaves taken in accordance with the above parental leave policies are, by definition, related to qualifying events under Family/Medical Leave Act (FMLA) (see Family/Medical Leave above) and will therefore be considered part of the 480 hours/twelve week Family/ Medical Leave entitlement.</p>
<p>5.13</p>	<p><b>Sick Leave:</b></p> <ol style="list-style-type: none"> <li>1. <b>Office-Service Employees</b> <ol style="list-style-type: none"> <li>a. Sick Leave Eligibility: All regular Office and Service personnel shall be eligible for paid sick leave. All Office and Service personnel hired on a regular part-time basis shall be eligible for paid sick leave at their regular rate of pay proportionate to the full-time</li> </ol> </li> </ol>

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- equivalency of their appointment. Temporary staff shall not be eligible for paid sick leave.
- b. Sick Leave Accruals (Office-Service):
- i. Sick leave shall be cumulative for up to 1,440 hours, or 180 working days.
  - ii. Office and Service employees who retire shall receive a supplemental salary payment equal to 1/4 of their unused accrued sick leave with the rate of payment equal to the regular rate of pay at the time of retirement.
  - iii. Upon the death of an Office and Service employee, the beneficiary shall receive a supplemental death benefit payment equal to 1/4 of the unused accrued sick leave of the deceased employee up to a maximum accumulation of 360 hours with the rate of payment equal to the regular rate of pay on the date of death.
  - iv. Office and Service employees transferred from one department or campus to another shall have their accrued sick leave transferred to the receiving department or campus.
  - v. Office and Service personnel who transfer from employment with the State government or State colleges shall accrue sick leave at a rate based on the hiring date or service date with the organization from which they are transferring. In addition, such Office and Service personnel shall be credited up to a maximum accumulation of 360 hours unused sick leave while an employee of the State government or the State colleges.
  - vi. The rate at which an employee accrues sick leave shall be computed from the service date and adjusted by breaks in service if such break in service is less than three years.

**Office and Service personnel shall accrue sick leave according to the following schedule**

Years of Employment	Hours per Months	Hours per Year	Days per Year	Hours per Day
1st through 5th year	8.00	96.00	12.00	0.26301
Beginning of 6th yr.	11.33	136.00	17.00	0.37260
Beginning of 7th yr.	12.00	144.00	18.00	0.39452
Beginning of 8th yr.	12.67	152.00	19.00	0.41644
Beginning of 9th yr.	13.33	160.00	20.00	0.43836

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Beginning of 10th yr.	14.00	168.00	21.00	0.46027
Beginning of 11th yr.	14.67	176.00	22.00	0.48219
Beginning of 12th yr.	15.33	184.00	23.00	0.50411
Beginning of 13th yr.	16.00	192.00	24.00	0.52603
Beginning of 14th yr.	16.67	200.00	25.00	0.54795
Beginning of 15th yr.	17.33	208.00	26.00	0.56986
Beginning of 16th yr.	18.00	216.00	27.00	0.59178
Beginning of 17th yr.	18.67	224.00	28.00	0.61370
Beginning of 18th yr.	19.33	232.00	29.00	0.63562
Beginning of 19 <sup>th</sup> year and all following years	20.00	240.00	30.00	0.65753
<b>Maximum Accrual</b>		<b>1,440.00</b>	<b>180.00</b>	

- c. Sick Leave use and guidelines:
  - i. Sick leave may be used for the employee's personal medical and dental appointments, and may also include appointments with the Employee Assistance Program ("EAP").
  - ii. Blood Donations: If an employee donates blood products to a family member, sick leave hours may be used.
  - iii. Absence due to illness or injury, which is more than the amount of accrued sick leave, may be charged to accrued vacation leave with a mutual agreement between the employee and the supervisor.
  - iv. When all accumulated sick leave and vacation leave are exhausted, the employee

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- may be advanced up to forty hours (40) (one work week) of sick leave, pro-rated for part-time employees. Employees shall reimburse the University for all used, unearned sick leave upon separation. Additional guidelines:
- v. When all accrued sick leave and vacation leave are consumed and/or advanced, an employee may, upon written request, be granted sick leave without pay. A period of sick leave without pay normally shall not exceed one year from the last day physically worked. It shall not be extended beyond that period unless there are exceptional, mitigating circumstances.
  - vi. Sick leave, up to a maximum of five (5) working days per illness, may be granted when illness of or injury to a member of the immediate family requires the employee's presence. Immediate family means wife, husband, children, parents, grandparents, grandchildren, guardian, ward, brother, sister, daughter-in-law, son-in-law, stepfather, stepmother, stepdaughter, stepson, or persons being the same relationship to the spouse.
  - vii. An employee may be required to submit evidence of illness or of a medical appointment when use of sick leave is more than is normally expected or when there are reasons to suspect abuse of sick leave. Sick leave may be denied if there are facts demonstrating abuse by an employee. Cases of absence from work due to abuse of sick leave will be considered vacation leave or leave without pay at the discretion of the department.
  - viii. With the approval of Human Resources, the department may request the employee submit to a second opinion medical examination at the department's expense. Refusal to submit to such medical examination shall be cause for dismissal. Medical information requested by the department about the employee's medical condition will be confined to a medical opinion of whether the employee is able to perform tasks required in the job. Other information falling within the provider-patient relationship will not be released to the department without the consent of the employee.
  - ix. The rate at which an employee accrues sick leave shall be computed from the service date and adjusted by breaks in service if such break in service is less than three years.
  - x. In accordance with policy #1098, employees on "Suspension without pay" may not use accrued sick leave to avoid being without pay.

**2. Managerial/Professional Employees**

- a. Sick Leave Eligibility: All regular Managerial-professional employees shall be eligible for paid sick leave. All Managerial-Professional employees hired on a regular part-time basis shall be eligible for paid sick leave at their regular rate of pay proportionate to the full-time equivalency of their appointment. Temporary staff shall not be eligible for paid sick leave.
- b. Sick Leave (Managerial/Professional): Pursuant to Section 3.4.3.3 of the Bylaws of the Board of Regents of the University of Nebraska, the following regulations shall apply to leaves of absence due to non-occupational sickness or accident:

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	<ul style="list-style-type: none"> <li>i. Members of the Managerial-Professional staff shall accumulate one day of sick leave per month for the first two years of employment.</li> <li>ii. After two years of service, sick leave balances will be restored annually on a calendar year basis for managerial/professional employees. In no event shall payment be made to managerial/professional employees with over two years service) or to academic/administrative employees for any one disability which exceeds six months (1040 hours) although such disability exist partially in one calendar year and partially in the next calendar year (i.e., overlaps from one calendar year to the next).</li> <li>iii. Managerial-professional employees who transfer from employment with the State government or State colleges shall accrue sick leave at a rate based on the hiring date or service date with the organization from which they are transferring.</li> <li>iv. The rate at which an employee accrues sick leave shall be computed from the service date and adjusted by breaks in service if such break in service is less than three years.</li> </ul> <p>c. Sick Leave use and guidelines:</p> <ul style="list-style-type: none"> <li>i. Sick leave may be used for the employee's personal medical and dental appointments, and may also include appointments with the Arbor Family Counseling Employee Assistance Program ("EAP").</li> <li>ii. Blood Donations: If an employee <u>donates blood products to a family member</u>, sick leave hours may be used.</li> <li>iii. Whenever a member of the Managerial-Professional staff who has completed two years service is temporarily disabled due to illness or accident, such staff member, upon approval of the Chancellor or President, shall be paid his or her regular salary during the period of such disability but not to exceed a period of six months less: The amount he or she has received during such time as workers' compensation; and unless used for purposes of Parental Leave as provided under above the amount required, if any amount be required, to pay any substitute who has performed all or any part of the work of the incapacitated staff member. Substitutes shall be selected by the Chancellor or President. Whether such a substitute shall receive pay for such work performed or be permitted to substitute gratuitously for the incapacitated staff member shall be determined by the Chancellor or President.</li> <li>iv. Such leaves of absence may be extended beyond six months without pay upon recommendation of the Chancellor and the President and approval by the Board.</li> <li>v. Absence due to illness or injury, which is more than the amount of accrued sick leave, may be charged to accrued vacation leave, with a mutual agreement between the employee and the supervisor.</li> <li>vi. When all accumulated sick leave and vacation leave are exhausted, the employee may be advanced up to forty hours (40) (one work week) of sick leave, pro-rated for part-time employees. Employees shall reimburse the</li> </ul>
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	<p>University for all used, unearned sick leave upon separation.</p> <ul style="list-style-type: none"> <li>vii. When all accrued sick leave and vacation leave are consumed and/or advanced, an employee may, upon written request, be granted sick leave without pay. A period of sick leave without pay normally shall not exceed one year from the last day physically worked. It shall not be extended beyond that period unless there are exceptional, mitigating circumstances.</li> <li>viii. Sick leave, up to a maximum of five (5) working days per illness, may be granted when illness of or injury to a member of the immediate family requires the employee's presence. Immediate family means wife, husband, children, parents, grandparents, grandchildren, guardian, ward, brother, sister, daughter-in-law, son-in-law, stepfather, stepmother, stepdaughter, stepson, or persons being the same relationship to the spouse.</li> <li>ix. An employee may be required to submit evidence of illness or of a medical appointment when use of sick leave is more than is normally expected or when there are reasons to suspect abuse of sick leave. Sick leave may be denied if there are facts demonstrating abuse by an employee. Cases of absence from work due to abuse of sick leave will be considered vacation leave or leave without pay at the discretion of the department.</li> <li>x. With the approval of Human Resources, the department may request the employee submit to a second opinion medical examination at the department's expense. Refusal to submit to such medical examination shall be cause for dismissal. Medical information requested by the department about the employee's medical condition will be confined to a medical opinion of whether the employee is able to perform tasks required in the job. Other information falling within the provider-patient relationship will not be released to the department without the consent of the employee.</li> <li>xi. The rate at which an employee accrues sick leave shall be computed from the service date and adjusted by breaks in service if such break in service is less than three years.</li> <li>xii. In accordance with policy #1098, employees on "Suspension without pay" may not use accrued sick leave to avoid being without pay.</li> </ul>
5.14	<p><b>Vacation Leave</b></p> <p><b>1. Vacation Leave Use:</b></p> <ul style="list-style-type: none"> <li>a. Vacation leave may be taken as it accrues, without a specific waiting period, subject to approval of the supervisor.</li> <li>b. Blood Donations: If an employee <u>donates blood products to a public or private agency</u>, vacation/floating holiday hours must be used.</li> <li>c. Participation Related to Medical Research: If an employee participates in medical research (such as smoking cessation or medication studies), regardless if it is at UNMC or elsewhere, vacation/floating holiday hours must be used.</li> <li>d. Vacation leave shall be arranged to not interfere with the conduct of University business.</li> <li>e. Whether made electronically, verbally or via paper/pen, requests for vacation leave must be made in advance and require the supervisor's approval. Employee choice is</li> </ul>



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vacation during each of the first two (2) years of employment, eighteen (18) workdays during the third through the fifth year of employment, and twenty-four (24) workdays during each year thereafter. This rate will be pro-rated for part-time employees.

- ii. New senior members of the managerial-professional staff may be granted, upon employment, the right to earn vacation days at the rate of eighteen (18) work days or twenty-four (24) workdays per year at the discretion of the Chancellor or President where such exception is necessitated by the conditions stated below.
- iii. Exceptions may be granted in order to continue such provisions to a staff member who has been eligible for the benefits of such provisions under a prior University employee category.
- iv. Exceptions maybe granted in order to recognize prior related work experience.
- v. If eighteen (18) workdays of vacation are granted during the first year of employment, the employee shall earn twenty-four (24) vacation days beginning with the fourth year of employment.

**b. Office and Service Staff:**

- i. Time worked in excess of 40 hours in the workweek does not affect vacation leave accrual.
- ii. Office and Service employees shall earn vacation, pro-rated for part-time employees, according to the following schedule:

Years of Employment	Hours per Months	Hours per Year	Days per Year	Hours per Day
1st through 5th year	8.00	96.00	12.00	0.26301
Beginning of 6th yr.	10.00	120.00	15.00	0.32877
Beginning of 7th yr.	10.67	128.00	16.00	0.35068
Beginning of 8th yr.	11.33	136.00	17.00	0.37260
Beginning of 9th yr.	12.00	144.00	18.00	0.39452
Beginning of 10th yr.	12.67	152.00	19.00	0.41644
Beginning of 11th yr.	13.33	160.00	20.00	0.43836
Beginning of 12th yr.	14.00	168.00	21.00	0.46027
Beginning of 13th yr.	14.67	176.00	22.00	0.48219
Beginning of 14th yr.	15.33	184.00	23.00	0.50411
Beginning of 15th yr.	16.00	192.00	24.00	0.52603
Beginning of 16th year and all following years	16.67	200.00	25.00	0.54795



Campus Policy  
 Employee Leave Procedures  
 Policy #: 1001  
 Effective Date: September 9, 2005  
 Revised Date: 09/08/2006; 10/31/2009; 01/16/2009;  
 02/05/2009; 02/14/10; 07/24/10; 10/26/10; 08/13/12,  
 3/2/15, 11/14/16, 05/18/17, 10/26/17  
 Reviewed Date: 09/08/2006; 10/31/2009; 01/16/2009;  
 02/05/2009; 02/14/10, 07/24/10; 10/26/10;  
 07/19/12, 08/20/13, 3/2/15, 11/14/16, 8/28/17, 10/26/17

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5.15	<p><b>Campus wide Blood Drives:</b> When campus-wide blood drives are held at a UNMC facility, or when an American Red Cross van is outside of a UNMC facility, employees who wish to participate are encouraged to do so, without a “charge’ to the employee’s leave.</p> <p>Emergency Situation: If a national emergency or local disaster occurs and employees are needed to supply blood products, civil leave may be used to fulfill this obligation.</p>
<p><b>Notice of Non-Discrimination</b></p>	
6.1	<p>Please see UNMC's <a href="#">Notice of Non-Discrimination</a> regarding the University of Nebraska Medical Center's commitment to creating a diverse and inclusive working and learning environment free from discrimination and harassment.</p>
<p>All Forms mentioned in this policy are available on line at <a href="http://www.unmc.edu/hr">http://www.unmc.edu/hr</a>        For additional information please review <a href="#">Employee Leave Policy</a> or you may contact Human Resources – Employee Relations at 402/559-4371 or 402/559-8534</p>	