Campus Policy
Employee Leave Procedures
Policy #: 1001
Effective Date: September 9, 2005
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, 8/28/17,10/26/109/27/18,10/4/18; 03/16/20, 03/30/20, 03/21/22, 07/22/22, 06/23/25, 07/01/25, 03/02/26
Revised: 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, 09/27/18, 10/4/18; 03/16/20, 03/30/20, 07/22/22, 06/23/25, 07/01/25, 03/02/26

# Employee Leave Procedures

## 1. Purpose

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.

## 2. Scope

2.1 The UNMC Leave Policy is applicable to all UNMC employees to include Office/Service, Managerial/Professional, Faculty, and Other Academic positions.

## 3. Basis of the Policy

3.1 UNMC provides a variety of paid and unpaid employee leave options in accordance with applicable federal, state, and university regulations. Leave policies are guided the federal Family and Medical Leave Act (FMLA) of 1993, the Americans with Disabilities Act (ADA), the Uniformed Services Employment and Reemployment Rights Act (USERRA) of 1994, Nebraska Revised Statutes §55-160 et seq. Policies also reflect provisions of the Nebraska Family Military Act of 2007, as well as guidelines established by the University of Nebraska Central Administration and the Bylaws and Policies of the Board of Regents of the University of Nebraska.

## 4. Authorities and Administration

4.1 The UNMC Human Resources' Executive Director of Human Resources is responsible for the administration, implementation, and maintenance of the Employee Leave policy at the campus level.

## 5. Procedures

## 5.1 Administrative Leave

1. Administrative leave shall be granted at the discretion of the Chancellor or other designated officials.
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 erdocuments@unmc.edu for guidance in using this type of administrative leave. Documentation of the leave may be required.
3. Employees attending events/training/conferences on behalf of the university are considered to be on normal work assignment and not administrative leave.
4. Under special circumstances, administrative leave may be used for appointments with the Employee Assistance Program ("EAP").

## 5.2 Bereavement/Funeral Leave

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).

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.

Bereavement/funeral leave will be applied as a separate benefit and is not charged to an employee's sick leave or vacation leave account.

Employees are expected to notify their supervisor of the need for bereavement/funeral leave as soon as possible.

With advanced notice to and approval of the supervisor, bereavement/funeral leave may be extended by the use of vacation leave, floating/banked holiday, or leave without pay.

Documentation of the need for bereavement/funeral leave may be required.

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.

## 5.3 Civil Leave

All regular employees may be granted paid civil leave for the purpose of providing civil service if the performance of such service is required during their normal working hours.

The specific instances for which paid civil leave will be granted include jury duty, witness duty, court appearances regarding the affairs of the state or University, emergency civilian duty in connection with national defense or natural disaster, or election board duty. Employees will retain any compensation paid to them in carrying out such civic service.

Up to two hours of paid civil leave may be granted to vote in public elections, if circumstances prevent an employee from voting at any other time.

Paid civil leave will not be granted to an employee who attends court as a party plaintiff or party defendant on a personal matter (i.e. personal dispute). In such instances the employee may elect to have such time charged to vacation leave or floating holiday time or may have such time treated as a leave of absence without pay.

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.

1. Supervisor Notification:
   a. The department may require that approval be obtained prior to taking civil leave.
   b. Documentation of the need for civil leave is required.
   c. The employee must notify the supervisor in advance of the need for civil leave.
2. Effect of Civil Leave on Time Reports and Compensation/Benefits:
   a. Civil leave is never recorded as “hours worked” for purposes of calculating overtime pay.
   b. The employee’s anniversary date and benefits are not affected by civil leave with pay.

5.4 **Crisis Leave**

1. Granting Crisis Leave: Regular employees (those who have completed their probationary period) may be eligible to receive crisis leave when all accrued sick, vacation and floating/banked holiday time has been exhausted, as applicable to the circumstance. If an employee has exhausted their crisis leave or is a probationary employee, they may be eligible to take an advancement of leave. Up to 40 hours of sick leave and 40 hours of vacation, prorated to FTE, may be advanced, as applicable to the circumstance.
   a. Crisis leave may be requested for:
      i. Serious illness of the employee or the employee's spouse.
      ii. Serious illness of the employee's child or parent.
      iii. In conjunction with a Worker’s Compensation claim.
   b. For purposes of this policy, "serious illness" is defined as an illness that:
      i. Requires at least one overnight stay in a hospital, hospice, or other residential health care facility, under the treatment or supervision of a physician or other licensed health care provider, or

ii. Requires an absence from work or school for more than three (3) days as recommended by a physician or other licensed healthcare provider, or
iii. Is a chronic or long-term illness that is incurable or so serious that if untreated it would probably lead to incapacity for more than three days and requires continuing medical treatment or supervision.

2. Donation of Leave: Regular employees who earn vacation leave may donate up to five (5) accumulated vacation days per calendar year 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. Donated days will be subtracted from the employee's accrued vacation leave balance.

   To ensure consistent administration of the policy on the UNMC campus, Human Resources has established the following procedures:

   a. Requests for use of donated crisis leave and the anticipated 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.
   b. Requests for crisis leave will be evaluated on these criteria:
      i. Appropriateness of the leave under the UNMC crisis leave policy.
      ii. Managerial/Professional and Office-Service employees must have completed their probationary period.
      iii. Availability of leave within the UNMC crisis leave pool.
      iv. Exhaustion of employee's accrued sick leave, vacation, and floating/banked holiday, as applicable to the circumstance.
      v. Records of leave use by the employee.
   c. Denials of crisis leave or limitations on the amount of crisis leave given will not be grievable events under the UNMC grievance policy.
   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.
   e. Crisis leave may be granted once in a single year (12-month period). If the employee does not use their full "allowance" of crisis leave, they can submit an additional request for the remaining allotted amount.
   f. Crisis leave received but not used will be returned to the crisis leave pool 12 months following the granting of crisis leave.

   Crisis Leave Donation Form / Crisis Leave Request Form / Advance Leave Form

5.5 **Family Medical & Family/Military Leave (FMLA):**

Under University of Nebraska policy and as required by the federal Family and Medical Leave act of 1993 (FMLA), eligible employees are provided up to 12 weeks of unpaid, job-protected leave for certain family and medical reasons. All regular Academic/Administrative, Managerial/Professional and Office/Service employees with an FTE of .50 or greater are eligible. Also eligible are all other employees, including temporary employees and graduate students, who have worked for UNMC for at least 1250 hours over the previous 12 months.

1. **Eligibility:** UNMC will grant up to twelve weeks of unpaid family/medical leave for any of the following reasons:

a. The employee's own serious health condition that make the employee unable to perform the essential functions of the job.
b. A serious health condition of the employee's spouse, child, or parent.
c. Maternal/paternal concerns related to the birth and first year care of a child or adoption of a child, or the placement of a child with the employee for foster care. Maternal/paternal leave must be taken consecutively.
d. A death in the immediate family.
e. Qualifying Exigency Leave: Family Leave Due to a Call to Active Duty: This benefit provides 12 weeks of FMLA leave due to a spouse, son, daughter, or parent being on active duty or having been notified of an impending call or order to active duty in the Armed Forces. Leave may be used for any "qualifying exigency" arising out of the service member's current tour of active duty or because the service member is notified of an impending call to duty in support of a contingency operation. Qualifying exigency includes any one or more of the following non-medical, non-routine activities and no others: by referring to a number of broad categories for which employees could use FMLA leave: 1. Short-notice deployment activities; 2. Military events and related activities; 3. Childcare and school activities; 4. Financial and legal arrangements; 5. Counseling activities; 6. Rest and Recuperation activities; 7. Post deployment activities; and/or 8. Additional activities not encompassed in the other activities, but agreed to by the employer and employee.
f. Caregiver Leave for an Injured Servicemember: This benefit provides 26 weeks of FMLA leave during a single 12-month period for a spouse, son, daughter, parent, or nearest blood relative caring for a recovering service member. A recovering service member is defined as:
g. 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
h. 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, stepchildren, parents, stepparents, grandchildren, step-grandchildren, grandparents, step-grandparents, brother, stepbrother, sister, stepsister, 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 workdays 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 defined as 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.
    vi. As in the definition of parent, a person may be considered a son or daughter of the employee if the employee has day-to-day responsibilities to care for the child and financially supports the child
    vii. The U.S. Department of Labor’s Wage and Hour Division issued an Administrator’s Interpretation on the definition of “son or daughter” under the Family and Medical Leave Act (FMLA) on June 22, 2010. The Administrator's Interpretation states that “employees who have no biological or legal relationship with a child may nonetheless stand in loco parentis to the child [and that the] regulations do not require an employee who intends to assume the responsibilities of a parent to establish that he or she provides both day-to-day care and financial support in order to be found to stand in loco parentis to a child.” As such, employees who intend to assume the responsibilities of a parent and provide either day-to-day care or financial support for a child, may be eligible for FMLA leave upon the child’s birth or adoption/foster placement, or to care for the child if he or she becomes seriously ill. A biological or legal relationship is not required to establish a parent/child relationship for the purpose of qualifying for leave under the FMLA.
l. “Spouse” is defined by looking to the law of the place in which the marriage was entered, as opposed to the law of the state in which the employee resides.

3. **Employee, Supervisor/Leave Coordinator and Human Resources Responsibilities:**
    a. The employee’s responsibility:
        viii. Complete the UNMC “FMLA - Request for Family Medical Leave form and an “FMLA - Certification of Healthcare Provider” form or other documentation 30 days in advance if leave is foreseeable or as soon as possible if leave is unforeseeable.
        ix. Provide the completed FMLA - Request for Family Medical Leave form to the manager/supervisor to review and inform of leave.
        x. Obtain signature from manager/supervisor.
        xi. Return the FMLA request form and the Certification of Healthcare Provider form, in a legible and completed format, to HR-Employee Relations at erdocuments@unmc.edu.
        xii. Provide a “Fit for Duty” note <u>before</u> returning to work.

xiii. It is the responsibility of the employee to make any benefits changes/arrangements needed or required (UNMC Benefits contact: unmcbenefits@unmc.edu).

b. The supervisor/leave coordinator's responsibility:
   xiv. Follow normal procedures and communication channels in the department.
   xv. Obtain additional information and clarification from the employee and from HR-Employee Relations at 402-559-5827 or erdocuments@unmc.edu.
   xvi. Sign the "FMLA - Request for Family Medical Leave" form.
   xvii. Within five (5) days of the employee's request, notify the employee in writing if they are eligible to apply for FMLA (Notice of Eligibility).
   xviii. Your department is accountable for documenting all leave hours taken in relation to the approved FMLA.

c. Human Resources – Employee Relations' responsibility:
   xix. Approve and/or interpret the request if accompanied by a Certification of Healthcare Provider form or other documentation.
   xx. Return the form to the manager/supervisor or designated person with a written approval or denial of the request (Designation Notice).

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 may request accrued sick leave for their own serious health condition.
   c. Employees may request up to 8 weeks of Paid Parental Leave or accrued sick leave for maternity purposes. Upon exhausting 8 weeks of Parental Leave or accrued sick leave, employees may request either vacation or floating/banked holiday for the rest of the absence.
   d. Employees may request up to 8 weeks of Paid Parental Leave or accrued sick leave for paternity purposes. Upon exhausting 8 weeks of Parental Leave or accrued sick leave, employees may request either vacation or floating/banked holiday for the rest of the absence.
   e. 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.
   f. During an unpaid Family/Medical Leave, an employee:
      xxi. May retain any accrued but unused vacation and floating holidays earned prior to the leave.
      xxii. Shall not accrue any additional leave while in unpaid status.
   g. 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 paid status the day before and the day following a holiday to be eligible for holiday pay.
   h. Any sick leave or absence due to a work-related injury of five (5) or more consecutive scheduled workdays will automatically be charged against the employee's Family/Medical Leave entitlement.

i. Any sick leave or absence due to the employee's serious illness, accident, or injury of five (5) or more consecutive scheduled workdays will automatically be charged against an employee's Family/Medical Leave entitlement.
j. Follow-up medical visits or other absences associated with an approved Family/Medical Leave will also be charged to the employee's entitlement.
k. College of Medicine House Officers and Fellows may review the UNMC ACGME webpage for additional information on leaves of absence.

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 considerations surrounding Family/Medical Leaves.
   b. Requests for Family/Medical Leaves must include the reason for the request, the anticipated time period of absence, and must be approved as provided for in this policy. Appropriate medical certification (see definition) or legal documentation (i.e., state approval of foster child placement, or court appearance for adoption may be required).
   c. Requests for foreseeable Family/Medical Leaves shall be made as far in advance as possible (i.e., 30 days). Unforeseeable Family/Medical Leave may be requested as soon as practicable (within one or two working days of becoming aware of the need for Family/Medical Leave).
   d. If the timing of the Family/Medical Leave as requested will cause undue hardship on the department or on UNMC, and if the timing of the leave can reasonably be altered without conflicting with the employee's purpose for requesting the leave, the department may suggest alternatives that will accommodate the employee while still meeting the needs of UNMC. Such alternatives may include modification of the proposed starting/ending time periods, alternative working schedules, or other reasonable approaches. If the employee and the department cannot agree upon the details of the leave, the decision shall be referred to Human Resources-Employee Relations.

6. **Time Provisions and Limitations:**
   a. Total use of Family/Medical Leave by an employee may not exceed 12 workweeks in any rolling 12-month period, measured backward from the date an employee uses any Family/Medical Leave.
   b. Total use of Family/Medical Leave by an employee for Caregiver Leave for an Injured Service member may not exceed 26 workweeks in any rolling 12-month period, measured backward from the date an employee uses any Family/Medical Leave.
   c. Under exceptional circumstances, if leave for a longer period is needed, the employee may request unpaid personal leave of absence for a total period of time which, when combined with the Family/Medical Leave and other paid or unpaid leaves, does not exceed one year from the last day worked. Such leave may be granted when it is in the best interest of UNMC and shall be governed by the appropriate policy for the applicable employment category. By paying both the employer and the employee contributions, the employee may continue to participate in the University's insured benefits program while on unpaid personal leave of absence.
   d. If the employee and spouse both work at UNMC, each shall be entitled to twelve (12) workweeks in any rolling 12-month period. For example, if both husband and wife are employed at UNMC, each may take 12 weeks of Family/Medical Leave upon the

birth of a child. For Caregiver Leave for an Injured Service member each employee shall be entitled to (26) workweeks in any rolling 12-month period.

e. Faculty employed for 9 of the 12 months (the academic year) who take unpaid Family/Medical Leave and return prior to the end of the academic semester, will be paid their salary on a prorated basis.
f. Family/Medical Leave may be taken on an intermittent basis (rather than on an uninterrupted basis) or on a reduced schedule, except for maternity/paternity reasons.

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, the employee 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 or leave coordinator 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 relationship to the employee's spouse, but no more than once every 30 days unless:
    b. The employee requests an extension of the Family/Medical Leave.
    c. A change in circumstances during the illness or injury; or
    d. UNMC receives information that casts doubt upon the continuing validity of the most recent medical certification, or;
    e. If further clarification is necessary.

FMLA - Request for Family Medical Leave Form / FMLA - Request for Military Qualifying Exigency Leave and Medical Caregiver Leave Form / Certification of Health Care Provider for Employees Serious Health Condition / Certification of Health Care Provider for Family Members Serious Health Condition / Certification for Serious Injury or Illness of Covered Servicemember for Military Family Leave / Certification of Qualifying Exigency for Military Family Leave / Certification for Serious Injury or Illness of a Veteran for Military Caregiver Leave / Request for Supplemental Parental Leave

5.6 **Nebraska Family Military Leave:**

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.

**Qualifying employees** shall include any employee who:

1. Has been employed by the University of Nebraska for at least twelve months.
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.
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.

**Requests for Family Military Leave (Nebraska Family Military ACT):** 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.

**Maximum leave allowable** under the Nebraska Family Military Leave Act shall be thirty (30) working days of unpaid leave. The employee may elect to apply for accrued vacation leave, compensatory time off, or floating or banked holiday during the leave period.

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 unpaid status.

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.

Request for Nebraska Military Family Leave Form

5.7 **Holiday Leave:**

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.

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.

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.

When the holiday is observed, it will not be considered as hours worked in computing overtime compensation.

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.

In accordance with policy #1098, employees on "Suspension without pay" may not use holiday or floating/banked holidays to avoid being without pay.

**Traditional Holidays**

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|---|---|
| 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 |

**Floating/Banked Holidays**

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|---|---|
| Martin Luther King, Jr. Day | Third Monday in January |
| President's Day | Third Monday in February |
| Arbor Day | Last Friday in April |

| | |
|---|---|
| Juneteenth | June 19 |
| 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. Floating Holidays will accrue for up to 40 hours, prorated to FTE. If an employee reaches the 40-hour maximum, no additional Floating Holiday hours will accrue until some of the existing balance is used.

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. When the University of Nebraska campus is closed due to inclement weather, employees will receive paid leave if they are scheduled to work during the closure.

UNMC, as a health sciences center, has numerous functions that must remain operational regardless of weather conditions. These include work that directly and indirectly supports patient care at the hospital and clinics, as well as many research and educational responsibilities. 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, UNMC is considered open and operational even when other University campuses and local businesses may be closed. Supervisors are asked to be as reasonable as conditions allow when staffing their departments during severe weather.

It is recognized that some employees may be unable to report or may request to leave early due to safety concerns. Employees who do not report or who 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 the Fair Labor Standards Act (FLSA) cannot take unpaid leave in increments of less than one full workday.

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.
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.

5.9 **Injury Leave**

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.

5.10 **Leave of Absence without Pay:**
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 up to one year from the last day physically worked.

5.11 **Military Leave – USERRA:**
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-l60 et seq. concerning the treatment of University employees with military obligations.

1. **Nebraska Statutes:** 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 released 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 are 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).

2. **Notification:** 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 record.

3. **Temporary Staffing:** Jobs vacated by employees on military leave may be temporarily filled with the assistance of Human Resources-Strategic Staffing. Such temporary staffing will be conducted with consideration of the affected employee's rights to re-employment, within the 5-year re-employment benefit limit.

4. **Return to Work:** Under USERRA provisions, when an employee is separated from training or service under honorable conditions or upon discharge from hospitalization incident to active duty, the employee shall be entitled to return to the former position with such seniority, status, pay and vacation as if he or she had not been absent for

such purpose, if he or she is still qualified to perform the duties of such position and if he or she makes application within the prescribed time limits (up to 5 years) after being relieved from training or service.

5. **Health Insurance:** Employees on military leave may continue medical and/ or dental coverage for themselves and/or their dependents by paying the full cost of the premium (100%). This coverage may be continued for up to eighteen months from the date active military service began. Should the employee and/or dependents discontinue coverage, the coverage may be reinstated upon return from military service with no waiting period or exclusion for preexisting conditions.

6. **Life Insurance:** Employees on military leave may continue to participate in the group life insurance plan while on leave by paying the full premium. The Security Mutual Basic and Optional Plans, unlike many insurance programs, will cover the employee's death while on military duty; however, the Accidental Death and Dismemberment Plan does not cover claims associated with military service. Should the employee decide to discontinue any life insurance coverage, he/she may reinstate the coverage upon return to University employment without evidence of insurability.

7. **Other Insurance:** Long Term Disability coverage may not continue during military leave. Continued participation in reimbursement accounts is permitted.

8. **Retirement Benefits:** Once employment is reinstated, the employee may request retroactive participation in the basic plan, if otherwise qualified to participate. Upon paying his/her portion of the contribution to the retirement plan, the University will make the employer's retirement plan contribution. The amounts contributed will be based on the employee's compensation had he/she continued employment with the University. The employee may also make up contributions to the SRA plan. Employees may count military service toward the retirement plan's two years of service eligibility requirement.

   Request for Military Leave USERRA Form

5.12 **Parental Leave:**

Regular employees holding Faculty, Administrative, Managerial/Professional, Office/Service, or Post-doctoral appointments are eligible to receive up to a total of eight (8) workweeks of paid leave for any of the reasons detailed below. Temporary employees are not eligible to receive such leave.

Eligible employees are expected to utilize all sick leave or faculty disability leave available to them throughout the leave. If, however, an eligible employee does not have enough available sick leave or disability leave to cover the full length of the leave, the University will continue the employee’s pay through to the end of the leave so that the employee will remain in paid status throughout the duration of the leave, not to exceed a combined total of eight (8) workweeks.

To ensure continuity in course instruction, faculty members utilizing such leave may be excused from teaching or other instructional responsibilities during the semester or other period in which the leave, or the majority of it, occurs. If excused, the faculty member will be required to perform non-teaching or non-instructional duties for the remaining portion

of the semester that is outside of the parental leave period. The faculty members' pay will not be reduced during the leave even if a substitute is utilized to assume the faculty member's teaching or instructional responsibilities.

Paid parental leave is available for eligible employees for the following reasons and not to exceed a total of eight (8) workweeks:

1. Care of a Newborn

Birth parents or the benefit eligible adult designee who need to care for or bond with a newborn following the child's birth may utilize up to eight (8) workweeks of parental leave. If employees need additional leave beyond the eight (8) workweeks permitted under this policy, they may request to use other leave available to them under University policies. The University requires employees to submit documentation verifying the birth of the child (e.g., a birth certificate, hospital admission form associated with the delivery). Such leave normally must be taken in a consecutive period. Advance approval by the employee's supervisor is required before such leave may be taken on an intermittent basis. If intermittent leave is approved, the employee must complete the leave within six (6) months following the child's birth. Foster parents are not eligible for leave.

2. Period of Incapacity, Prenatal Care, or Serious Health Condition Related to Childbearing

Employees who are incapacitated or need to be off work due to pregnancy, childbirth, miscarriage, termination of a pregnancy, prenatal care, post-partum recovery, or a serious health condition attributable to or caused by any of those conditions may utilize up to eight (8) workweeks of parental leave. If employees need additional leave beyond the eight (8) workweeks permitted under this policy, they may request additional leave based on their individual circumstances and the advice of their healthcare provider. The University requires employees to submit a statement from their healthcare provider verifying the underlying condition and the period of any incapacity.

3. Care for a Birth Parent

Employees who need to care for a spouse or a benefits eligible adult designee who is incapacitated, who needs assistance during their prenatal care, or who needs assistance due to a serious health condition attributable to or caused by that individual's pregnancy, childbirth, or subsequent recovery may utilize up to eight (8) workweeks of parental leave. Employees who

need to care for a spouse or a benefits-eligible adult designee following a miscarriage or the termination of a pregnancy may utilize up to five (5) workdays of parental leave. If employees need additional leave beyond the eight (8) work weeks or five (5) workdays permitted under this policy, they may request to use other leave available to them under University policy. The University may require employees to submit documentation verifying their adult designee relationship, as well as a statement from the healthcare provider verifying the underlying condition and the length of time needed. Such leave related to childbirth and recovery normally must be taken in a consecutive period. Advance approval by the employee's supervisor is required before such leave may be taken on an intermittent basis. If intermittent leave is approved, the employee must complete the leave within six (6) months following the event.

4. Adoption

Employees may utilize up to eight (8) workweeks of parental leave to care for and bond with an adopted child following placement. Placement is deemed to commence when the child is placed in the physical custody of the employee or, if travel is required, when the employee commences the trip needed to obtain physical custody of the child, whichever occurs earlier. This leave is not available if the child is (a) a child over the age of eight without any special needs, (b) a special needs child over the age of eighteen, (c) a stepchild being adopted by a stepparent, (d) a foster child being adopted by the foster parent, or (e) a child being adopted by a person with whom voluntary placement was previously made for purposes other than adoption.

The University requires employees to submit documentation verifying the placement and date of placement of the adopted child with the employee. If employees need additional leave beyond the eight (8) workweeks permitted under this policy, they may request to use other leave available to them under the University's policies.

Because the reasons permitted for taking parental leave also constitute qualifying events for the purposes of the Family and Medical Leave Act (FMLA), the amount of time taken away from work pursuant to a parental leave will run concurrently with and count against the twelve (12) weeks of leave granted to employees under the FMLA. The rights and responsibilities of employees under the FMLA are addressed separately in Regents' Policy 3.3.11 relating to Family/Medical Leaves of Absence.

Request for Supplemental Parental Leave

5.13 **Sick Leave**:

1. Office Service Employees

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 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 were hired before January 1, 2019, and who retire from the University before July 1, 2035, shall receive a supplemental salary payment equal to 1/4 of their unused accrued sick leave up to a maximum 360 hours with the rate of payment equal to the regular rate of pay at the time of retirement. Normal retirement requirements of being at least 55 years of age and having at least 10 years of University service must be met in order to retire from the University and receive the ¼ supplemental salary payment. Office and Service employees hired on or after January 1, 2019, will not be eligible to receive the ¼ supplemental salary payment upon retirement.
    iii. An employee hired before January 1, 2019, who transfers from the Managerial Professional classification to the Office and Service classification on or after January 1, 2019, will not be eligible for the ¼ supplemental salary payment upon retirement.
    iv. Upon the death of an Office and Service employee who was hired before January 1, 2019, and who passes away before July 1, 2035, the beneficiary of the employee 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 of 360 hours with the rate of payment equal to the regular rate of pay on the date of death. The beneficiary of an Office and Service employee hired on or after January 1, 2019, will not be eligible to receive the ¼ supplemental death benefit payment upon the death of the employee.
    v. Office and Service employees transferred from one department of campus to another shall have their accrued sick leave transferred to the receiving department or campus.
    vi. 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.
    vii. 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 |
| 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 19th year and all following years | 20.00 | 240.00 | 30.00 | 0.65753 |
| **Maximum Accrual** | | **1,440.00** | **180.00** | |

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 may be eligible to receive Crisis leave, as applicable to the circumstance.
v. If an employee has exhausted their crisis leave or is a probationary employee, they may be eligible to take an advancement of leave. Up to 40 hours of sick leave and 40 hours of vacation, prorated to FTE, may be advanced, as applicable to the circumstance. Employees may not request another advancement of sick/vacation leave until they reach a positive accrual. Employees shall reimburse the University for all used unearned sick/vacation leave upon separation.
vi. 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.
vii. Sick leave, up to a maximum of five (5) working days per illness, may be granted when illness 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.
viii. 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.
ix. 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.
x. 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.
xi. Employees returning to the university with less than three years break in service will also have the hours from their previous sick leave balance restored.
xii. 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:
    i. Members of the Managerial-Professional staff shall accumulate one day of sick leave per month for the first two years of employment.
    ii. After two years of service, sick leave balances will be restored to 1040 hours, prorated to FTE, on an annual 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 although such disability exists partially in one calendar year and partially in the next calendar year (i.e., overlaps from one calendar year to the next).
    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.
    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.
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 Arbor Family Counseling Employee Assistance Program ("EAP").
    ii. Blood Donations: If an employee donates blood products to a family member, sick leave hours may be used.
    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.
    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.
    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.
    vi. When all accumulated sick leave and vacation leave are exhausted, the employee may be eligible to receive Crisis leave, as applicable to the circumstance.

vii. If an employee has exhausted their Crisis Leave or is a probationary employee, they may be eligible to take an advancement of leave. Up to 40 hours of sick leave and 40 hours of vacation, prorated to FTE, may be advanced, as applicable to the circumstance. Employees may not request another advancement of sick/vacation leave until they reach a positive accrual. Employees shall reimburse the University for all used unearned sick/vacation leave upon separation.

viii. 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.

ix. Sick leave, up to a maximum of five (5) working days per illness, may be granted when illness 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.

x. 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.

xi. 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.

xii. 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.

xiii. In accordance with policy #1098, employees on "Suspension without pay" may not use accrued sick leave to avoid being without pay.

## 5.14 **Vacation Leave**

1. Vacation Leave Use:
   a. Vacation leave may be taken as it accrues, without a specific waiting period, subject to approval of the supervisor.
   b. Blood Donations: If an employee donates blood products to a public or private agency, vacation/floating holiday hours must be used.
   c. Participation Related to Medical Research: If an employee participates in medical research (such as smoking cessation or medication studies), regardless of if it is at UNMC or elsewhere, vacation/floating holiday hours must be used.
   d. Vacation leave shall be arranged to not interfere with the conduct of University business.
   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 considered, but UNMC reserves the right to schedule vacation time to minimize work

disruption. Employees must schedule vacations well in advance in order for management to accommodate preferred vacation choices.

f. A UNMC department manager or chairman may require that his/her approval be required for any vacation leave.
g. In the event of an emergency need, a supervisor may grant vacation leave with little or no advance notice, if the circumstances warrant that in the opinion of the supervisor.
h. Employees may be on advanced vacation leave, with the supervisor's approval, in an amount not to exceed a total of 40 hours, pro-rated to FTE. Employees shall reimburse the University for all used and un-earned vacation time/leave upon separation. Employees may not request another advancement of vacation leave until they reach a positive accrual.
i. Only scheduled work hours are charged in calculating the amount of vacation leave taken. The employee will receive only holiday pay and vacation will not be charged if a traditional holiday occurs during the vacation.
j. Management must not unreasonably deny or defer an employee's vacation time.
k. If work circumstances require that an office-service or managerial-professional employee is recalled from vacation or if the individual's vacation is postponed by the department head, and if the recall or postponement would cause the individual employee to forfeit vacation, the employee will be allowed up to three months/90 days to use the vacation.
l. Effective April 1, 2007, the maximum vacation leave which may be earned and accrued by members of the Managerial-Professional staff and members of the Office and Service staff shall be two hundred eighty (280) hours.
m. 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.
n. UNMC does not permit current active employees to take money in lieu of accrued vacation.
o. For medical appointments if all sick leave is exhausted.
p. In lieu of sick leave after all sick leaves is exhausted.
q. To extend other absences, such as funeral leave.
r. To supplement workers' compensation benefits if sick leave is exhausted.
s. In accordance with policy #1098, employees on "Suspension without pay" may not use accrued vacation leave to avoid being without pay.
t. Anytime an employee would receive compensation to participate in a blood product activity (i.e., bone morrow, platelets, plasma, whole blood) or related to medical research, regardless of whether it is at UNMC or elsewhere, vacation/floating holiday hours must be used. As many agencies are opened extended hours, employees may be able to arrange a flexible schedule for before-work or after-work participation. Such participation is subject to the business needs and staff coverage needs for the individual department and must be done with the prior approval of the supervisor.

2. Vacation Leave Accrual
   **a. Managerial-Professional Staff**:
      i. Members of the Managerial-Professional staff shall earn twelve (12) workdays of 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) workdays

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 may be 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 |
|---|---|---|
| 1st through 5th year | 8.00 | 96.00 |
| Beginning of 6th yr. | 10.00 | 120.00 |
| Beginning of 7th yr. | 10.67 | 128.00 |
| Beginning of 8th yr. | 11.33 | 136.00 |
| Beginning of 9th yr. | 12.00 | 144.00 |
| Beginning of 10th yr. | 12.67 | 152.00 |
| Beginning of 11th yr. | 13.33 | 160.00 |
| Beginning of 12th yr. | 14.00 | 168.00 |
| Beginning of 13th yr. | 14.67 | 176.00 |
| Beginning of 14th yr. | 15.33 | 184.00 |
| Beginning of 15th yr. | 16.00 | 192.00 |
| Beginning of 16th year and all following years | 16.67 | 200.00 |

5.15 **Campus wide Blood Drives:**

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.

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.

**6.** Notice of Non-Discrimination

6.1 Please see UNMC's Notice of Non-Discrimination regarding the University of Nebraska Medical Center's commitment to creating a diverse and inclusive working and learning environment free from discrimination and harassment.

For additional information please review the Employee Leave Policy #1001 or you may contact Human Resources – Employee Relations at erdocuments@unmc.edu.