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**Policy Owner:** Chief Human Resources Officer  
**Approved by:** President  
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## **USE OF LEAVE**

### **Scheduled Leave**

Scheduled leave is any paid leave that is requested and approved in advance. Supervisors must schedule paid leave according to the operating requirements of the department.

### **Unscheduled Leave**

Unscheduled leave is any paid leave that is not approved in advance and is normally for a short period of time. For example, unexpected illness or a personal emergency would require use of unscheduled paid leave. To qualify for unscheduled paid leave, an employee must follow the department's established call-in procedure.

If an employee fails to follow the department's established procedure, the absence is treated as unauthorized and unpaid leave.

Department heads and supervisors will monitor unscheduled leave use to identify possible abuse of leave. Abusive use of unscheduled leave, whether paid or unpaid, may result in disciplinary action.

### **Monitoring Leave**

In order to meet the business needs of the department, department heads may establish more specific regulations related to paid leave usage, as long as the regulations comply with applicable law.

Staff employees may be required to present documentation for certain absences. For example, if the employee uses more than three consecutive days of leave related to medical reasons, the supervisor may require the employee to present a physician's certificate. Similarly, if a supervisor identifies a pattern of leave use related to medical reasons, a physician's certificate may be required for absences of less than three days. When a physician's certificate is required and the employee fails to provide the certificate, the employee will not be paid for leave. Appropriate documentation for absences due to other reasons may also be required.

### **Restrictions**

1. Paid leave will not accrue during any full pay period for which an employee is not paid.

2. To allow for proper orientation, a department may restrict an employee's use of paid leave during the first ninety days of employment. However, a department may not restrict an employee's use of paid leave when it is requested for a reason that is covered under the Sick and Safe Act, provided proper notice is given. Departments may not restrict an employee's use of paid leave following the transfer to another department.

**[End]**

