

Policy 5-201: Leaves of Absence (Non Health Related)

Revision 10. Effective date: April 9, 2024

I. Purpose and Scope 1

II. Definitions 2

III. Policy 2

IV. Policies/ Rules, Procedures, Guidelines, Forms and other Related Resources 2

V. References 3

VI. Contacts 3

VII. History 3

I. Purpose and Scope

A. Purpose.

To outline the University's policy on leaves of absence (except health-related leaves of absence) with or without pay, including funeral leave, military leave, jury duty, political leave, special leave, and temporary release from duty. Faculty sabbatical leaves, academic leaves, and administrator leaves are governed by Policies 5-202 and 6-314 and any related rules.

B. Scope.

This Policy is applicable for all University Employees, and is intended to be implemented through associated University Regulations, including University Rules, which shall describe and govern specific aspects of the scope and manner of implementation separately for Employees of the University of Utah Hospitals and Clinics and for all other University Employees.

II. Definitions

The following definitions apply for the limited purposes of this policy and any associated regulations.

- A. The definitions of Employee-related terms provided in Policy 5-001 apply for purposes of this Policy, including the following: “Employee”.

III. Policy

- A. The University administration regards the establishment and impartial administration of leaves of absence as conducive to attracting and retaining talented and knowledgeable Employees.
- B. The University administration recognizes that leaves of absence from University service will not only benefit University Employees, but will also expand the University’s outreach and engagement by allowing Employees to meet critical needs of University communities and the nation.
- C. Subject to the eligibility and limitation provisions in University Rule 5-200B, Paid Time Off (PTO), Holidays, and Other Paid Leave for University of Utah Hospitals and Clinics Staff Members, and Rule 5-201A, Scope, Eligibility and Limitations for Leaves of Absence (Non Health-Related) – University Employees (Other Than UUHC Staff), the University provides for different types of leaves of absence, some of which are eligible for pay through the University.

Sections IV- VII are for user information and are not subject to the approval of the Academic Senate or the Board of Trustees. The Institutional Policy Committee, the Policy Owner, or the Policy Officer may update these sections at any time.

IV. Policies/ Rules, Procedures, Guidelines, Forms and other Related Resources

- A. Policies/ Rules.
 - 1. Rule 5-200B: Paid Time Off (PTO), Holidays, and Other Paid Leave for University of Utah Hospitals and Clinics Staff Members

2. Rule 5-201A: Scope, Eligibility and Limitations for Leaves of Absence (Non Health-Related) – University Employees (Other Than UUHC Staff)

B. Procedures, Guidelines, and Forms. [*reserved*]

C. Other Related Resources. [*reserved*]

V. References

A. Policy 5-001, Employee Definitions

B. Policy 5-200, Leaves of Absence (Health-Related)

C. Policy 5-202: Leave for Administrative Officers without Faculty Appointments

D. Policy 6-314: Leaves of Absence

E. Utah Code Annotated, Sections 39-1-36 and 39-3-2, Militia and Armories

F. 42 United States Code 4301 et seq., Uniformed Services Employment and Reemployment Act of 1994 ("USERRA")

VI. Contacts

The designated contact officials for this Regulation are

A. Policy Owner(s) (primary contact person for questions and advice): the Director of Benefits for the University and the Director of Benefits for the University of Utah Hospitals and Clinics are responsible for the application of this Policy to all Employees.

B. Policy Officer(s): the Chief Human Resources Officer for the University and the Chief Human Resources Officer for the University of Utah Hospitals and Clinics. Only the Chief Human Resources Officer or their designee has the authority to grant exceptions to this Policy.

See Rule 1-001 for information about the roles and authority of policy owners and policy officers.

VII. History

Revision History.

A. Current version. Revision 10.

1. Approved by -- Academic Senate April 1, 2024, and Board of Trustees April 9, 2024, with effective date of April 9, 2024.
2. Legislative History
3. Editorial Revisions

B. Previous versions.

1. Revision 9. Effective Date: December 13, 2016
2. Revision 8. Effective Date: January 14, 2008
3. Revision 7. Effective Date: November 15, 1996

C. Renumbering

1. Renumbered from Policy and Procedures Manual 2-22.