



FERRIS STATE UNIVERSITY

HUMAN RESOURCES

HR Related Policies & Procedures

Effective Date: October 22, 2004

FSU-HRPP 2005:23

Leaves of Absence – Unpaid Personal

COVERED EMPLOYEES

- Full-Time Administrative
- Full-Time Support
- Full-Time Temporary
- Bargaining Unit Employees

[Board of Trustees Employee Definitions](#)

Note: Bargaining unit employees are covered by the terms and agreements of the [collective bargaining agreement](#) (CBA). Please refer to the CBA for details.

BOT POLICY

Sec. 6-501. General Provisions Relating to Leaves of Absence. The University provides various leaves of absence for eligible employees. An eligible employee may apply for the following leaves of absence: Sabbatical, Medical, Unpaid Personal Leave, Family and Medical Leave Act (FMLA), Military, Political, or Jury Duty except as required by law. (The policies related to time off for vacation, holidays, and funeral/bereavement issues are covered by Section 6-7.)

The President or his/her designee will establish policies and procedures related to leaves of absence. Bargaining unit employees are covered by the terms and agreements of the collective bargaining unit agreement (CBA).

Sec. 6-502. Types of Leaves of Absence.

3) Unpaid Personal Leave. Full-time non-bargaining unit employees may request up to thirty (30) calendar days off from work for a personal reason not covered under the terms of the Family and Medical Leave Act.

HR PROCEDURES/DESCRIPTION/DEFINITIONS

I. General Procedures Relating to Leaves of Absences:

- A. If on a paid leave, an approved 30 day unpaid personal leave, a sabbatical leave or an approved FMLA leave, health coverage will continue on the same basis as if the employee was working. The employee will be given the option to continue his/her own coverage on a self-pay basis through the provisions of COBRA after his/her health coverage with the University ceases. Other applicable benefits, such as retirement contributions, sick/vacation accrual, will be prorated based on the number of hours worked and/or paid.
- B. An employee receiving long-term or short-term disability benefits is not considered to be on a University paid leave.
- C. The maximum length of a leave of absence will vary based on type of leave of absence, the provisions of any applicable collective bargaining unit agreement, the personnel policies, FMLA, etc.
- D. The conditions of reinstatement upon returning from a leave will be dependent upon the terms of the specific leave of absence, the appropriate collective bargaining unit agreement or personnel policy, and/or in accordance with federal or State law.
- E. While on a leave, the employee will be expected to make periodic contact with his/her supervisor and advise supervisor of any change in his/her circumstances related to the leave.
- F. An employee on an authorized leave of absence will be retained on the personnel roster of the University for the duration of the leave.
- G. Unless specified otherwise, upon completion of the leave, the employee will be reinstated to the same or a comparable position as that held previously if such position is available. If no such positions are currently available, the employee will remain on an unpaid preferential assignment list for a period of one year. Employees returning from military leave will be treated in accordance with state and federal law. Employees on sabbatical will return to the position held prior to sabbatical.
- H. Employees on unpaid leaves of absence will not accrue sick or vacation time, unless otherwise provided in this subpart.

II. Unpaid Personal Leave of Absence

Non-bargaining unit, full-time employees may request an unpaid personal leave of absence for reasons not covered under the Family and Medical Leave Act. Other employees may request a leave as permitted by their bargaining unit agreements.

- A. The employee will make a written request to his/her supervisor stating the need for the personal leave, and the dates he/she is requesting to be off.

After reviewing the request, the supervisor will review the request with the supervisor's manager and a decision will be made.

- B. The University will continue health coverage for the employee for up to 30 days in the same manner as though he/she was working full-time. However, accrual of vacation and sick time will not occur if in unpaid status.
- C. Employee may be required to use unused vacation time before being placed on an unpaid leave.
- D. Unpaid personal leaves of absence will normally be approved for up to a 30 calendar day period. Extensions will be considered only in extenuating circumstances. An employee will be given the option to continue his/her medical insurance on a self-pay basis under the COBRA provisions after the initial 30-day leave has expired.

RESPONSIBILITY

Employee: Request the appropriate leave, complete required forms as applicable, and provide updates as needed, relating to the situation.

Supervisor: Comply with policies, report leaves to appropriate University offices, etc.

Refer Questions To: *Human Resources*