POLICY COVER SHEET
(See Faculty Staff Handbook 1460 for instructions at UI policy website: www.webs.uidaho.edu/uipolicy)
[3/09]

Faculty/Staff Handbook [FSH] □ Addition X Revision* □ Deletion* □ Emergency
Minor Amendment □

Chapter & Title: Leave Policies for All Employees 3710

All policies must be reviewed, approved and returned by a policy sponsor, with a cover sheet attached to apm@uidaho.edu or fsh@uidaho.edu respectively.

*Note: If revision/deletion request original document from apm@uidaho.edu or fsh@uidaho.edu, all changes must be made using “track changes.”

Originator(s):
(Please see FSH 1460 C)

Ruth Funabiki 3/10/15
Name Date

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Telephone & Email:

Policy Sponsor: (If different than originator.)

Name Date
Telephone & Email:

Reviewed by General Counsel _Yes _X__No Name & Date: ____________________________

I. Policy/Procedure Statement: Briefly explain the purpose/reason of proposed addition, revision, and/or deletion to the Faculty/Staff Handbook or the Administrative Procedures Manual.

When Faculty Affairs Committee members reviewed proposed changes to FSH 3710 sent from Human Resources, the members decided to focus first on leave associated with childbirth/adoption/foster care placement. In collaboration with the Faculty Secretary’s Office, the changes to 3710 gathers “parenthood” policies in one place for the sake of clarity and convenience. As a part of the review, FAC members also deleted portions of the FSH that pre-dated the federal Family Medical Leave Act and FSH policies that were duplicated elsewhere.

II. Fiscal Impact: What fiscal impact, if any, will this addition, revision, or deletion have?

Some fiscal impact to units may be seen due to the extended weeks suggested for job protected leave from 12 to 16 weeks.

III. Related Policies/Procedures: Describe other policies or procedures existing that are related or similar to this proposed change.

APM 55.07 and 55.09 – to be reviewed by Faculty Secretary Office.

IV. Effective Date: This policy shall be effective on July 1, or January 1, whichever arrives first after final approval (see FSH 1460 D) unless otherwise specified in the policy.

If not a minor amendment forward to: __________________________________________
Track # ____________
Date Rec.: _____________
Posted: t-sheet ________
[Office Use Only]
Reg: __________________
[Office Use Only]