3710

LEAVE POLICIES FOR ALL EMPLOYEES

PREAMBLE: This section describes the various kinds of leaves that are available for all UI employees. (See section 3720
for Sabbatical Leaves limited to faculty members.) This section and the following one were original parts of the 1979
Handbook. The most substantive changes since that time have been the addition (under Governor Andrus) and subsequent
deletion (under Governor Batt) of service leave for children at school and changes to subsection L that reflect changes in
federal regulations. In 2002 extensive changes were made to subsection K that reflected Regent policy and current
practice. In 2008 extensive changes to this policy were approved following many years of committee work involving
Faculty and Staff Affairs, General Counsel, and Human Resources and a new section M was added on
servicemember family leave due to a federal law change. In July 2010 a section R was added to address the Fiscal
Year 2010 Furlough and in July 2011 section R was removed and a new policy, FSH 3450, was created to address
employment actions such as temporary furloughs. Unless explicitly noted, the text is as of July 1996. Further
information is available from Human Resources (208-885-3609). [ed. 7-97, 7-05, rev. 7-98, 7-02, 2-08, 7-10, 7-11]

CONTENTS:
A. General
B. Annual Leave
C. Sick Leave
D. Holidays
E. Military Leave
F. Leave for Court Required Service and Voting
G. Leave for Campaigning for or Service in Public Office
H. Administrative Leave
I. Academic Transitional Leave
J. Terminal Leave
K. Shared Leave
L. Family Medical Leave
M. Servicemember Family and Medical Leave [add. 2-08]
N. Personal Leave
O. Extended Family Medical Leave
P. Leave for Professional Improvement
Q. Exceptions

A. GENERAL.
A-1. The university (hereinafter referred to as university) strives to offer leave programs that are both comprehensive and
flexible to meet employee needs. Leave with or without pay is extended to employees under a variety of circumstances
described below. Exceptions may be granted in special circumstances [Q; APM 55.09, 55.07, 55.38; FSH 3120, 3720 and
6230] [ed. 2-08, 7-10]

A-2. The term “leave” refers to an employee’s absence from duty. Each leave type as contained in this policy
discusses circumstances in which such an absence may be continued with pay when leave accruals are available or
when leave is approved without pay. Certain types of leave may require or provide options to take one leave
concurrent with another. For example, sick and annual leave may be taken or may be required to be taken
concurrently with other types of leave. All leaves are subject to approval.

A-3. Unless otherwise noted, for purposes of this policy, “immediate family member” includes: your spouse, your
child (adoption or foster arrangement), parent, brother, sister, grandparent, and these same relationships of a spouseby
marriage, adoption, or foster arrangement. An immediate family member may also include an individual who has
assumed a similar relationship to those above, other than the relationship of spousal, and for whom the employee or
the individual has had financial responsibility for the other. An immediate family member also may include any
individual who is a qualified dependent under IRS regulations. The university reserves the right to request
documentation establishing financial responsibility or qualifying status as an IRS dependent.

*Due to the 2006 “marriage amendment” to the Idaho Constitution the university, despite the wishes of the Faculty
Senate, is unable to include domestic partnerships. [ed. 1-10]