University of Idaho
2015-2016 FACULTY SENATE AGENDA

Meeting #20

3:30 p.m. - Tuesday, March 1, 2016
Brink Hall Faculty-Staff Lounge & Skype

Order of Business

I. Call to Order.

II. Minutes.
   • Minutes of the 2015-16 Faculty Senate Meeting #19, February 23, 2016 (vote)

III. Chair’s Report.

IV. Provost’s Report.

V. Other Announcements and Communications.
   • Elections to Faculty Senate

VI. Committee Reports.
   Ubuntu (James) 4:00 p.m.
   University Curriculum Committee:
   • FS-16-042 (UCC-16-034): Regulation J (vote)(Bird)
   Faculty Affairs
   • FS-16-018 - FSH 3710 Leave Policy (Crowley)

VII. Special Orders.

VIII. Unfinished Business and General Orders.

IX. New Business.

X. Adjournment.

Professor Randall Teal, Chair 2015-2016, Faculty Senate

Attachments:
Minutes of 2015-2016 FS Meeting #19
Election FAQs
FS-16-018, FS-16-042
University of Idaho  
Faculty Senate Meeting Minutes  
2015-2016 Meeting #19, Tuesday, February 23, 2016

Present: Anderson, Barbour, Boschetti, Brewick, Caplan, Chung, Couture (Boise), Crowley (w/o vote), Dallas, Flores, Folwell, Foster, Hrdlicka, Jeffery, LaPrath, Murphy, Nicotra, Stoll, Teal, Wiencek (w/o vote), Wolf.  Absent: Adams, Brandt, Brown, Godfrey (Coeur d’Alene), Hiromoto (Idaho Falls), Jones-Mensah, Latrell, Mahoney, Perret.  Guests: 5

Chair Teal called meeting #19 to order at 3:32. After a request to correct a misspelled name in last week’s minutes was accepted as a friendly amendment, the minutes from the February 16th meeting passed without objection.

Chair & Provost Report: Chair Teal did not have a report and recognized Provost Wiencek. Provost Wiencek mentioned the “internal hiring memo” that recently came out. He thought the memo was fundamentally heading us in the right direction. Provost Wiencek noted that V.P. Foisy is currently conducting a search for a new HR Director. There are good candidates in the pool and they are hoping to accelerate this search. The person hired should be able to focus on moving towards a market-based compensation system realizing that we have a recently developed classification system. Ultimately we want to have a system driven by the market with a focus on getting our average salaries up to market. The Strategic Plan has been updated as we near the final draft. They have received a significant amount of feedback that has been incorporated in the most recent draft. Dale Pietrzak has been working on data definitions for the metrics. The targets are being updated. The feedback has been mainly supportive. There will be a poll sent out to select the mission and vision summary statements.

In other developments the Provost noted that JFAC has approved the proposed 3% C.E.C. (change in employee compensation). Enrollment estimates change from week-to-week. Thus far it looks like we are slightly up with non-resident students and marginally down with in-state students. The key is to get students who have been admitted to enroll.

Chair Teal asked the Provost about the emphasis being put on obtaining Carnegie I status and what this means for professional degrees and M.A. degree’s. The Provost stated that we would still offer master’s degrees and terminal degrees even if some of these don’t affect the Carnegie rankings. Obtaining Carnegie I status is a good aspirational goal which helps focus our attention on moving to a higher level of research. We are thinking of other metrics that are important such as increasing the number of faculty engaging in research. In response to another question about the metrics, the Provost stressed that developing these measures has to be part of an ongoing dialog and the metrics will need to be adjusted as we proceed.

Asked about why we seem to be down in in-state students when we have been putting emphasis on recruiting in-state through initiatives like direct admission, the Provost stated that it was difficult to know but we were working to determine which students haven’t filled out applications and what we might do to increase the percentage of those accepted arriving on campus.

The Provost was asked if there had been discussions about how the 3% C.E.C. might be distributed. He stated that HR had made recommendations, but no specific determinations had been made. He suggested we invite Brian Foisy to discuss this.

FS-16-039 (UCC-16-033d): CNR—Environmental Science. This is a proposal to drop the Environmental Water Science Graduate Academic Certificate. Chair Teal invited Professor Bob Mahler to speak to the
propose. Professor Mahler stated that the certificate was being discontinued because of low enrollment and their external review team had recommended that the certificate be eliminated. The proposal passed unanimously.

FS-16-040 (UCC-16-033e): CNR—Environmental Science. This proposal sought to drop the Environmental Contamination Assessment Graduate Academic Certificate. Similar to the previous proposal, Professor Mahler stated that the external review team had recommended dropping the certificate for low enrollment. The proposal passed unanimously.

FS-16-041 (UCC-16-033f): CNR—Environmental Science. This proposal is to add a Biophysical Science Option via distance education. Professor Mahler stated that all the courses in the depth areas will be available online. The program will be targeting those who come out of community colleges. He thinks this program will aid the university in meeting its distance education and enrollment goals. Faculty from five different colleges will be offering courses in the program.

Several Senators raised questions about the availability of labs within this option. Professor Mahler stated that students will have taken lab courses in pursuing their community college, or other lower division courses. The courses at the 300-400 level requiring a lab experience are developing “labs in a box” which should help provide the same type of research experience. Asked specifically about the requirement for a senior research project, Professor Mahler commented that each student would have an academic advisor to guide them and many of these students could satisfy this requirement through our off-campus programs in environmental science.

Another Senator asked about assessing the program and how we will know that the courses meet the same quality as courses on campus. Professor Mahler stated that the distance education program has developed a good set of metrics for quality control. The Provost commented that our distance education courses are assessed through a standard set of rubrics called “quality matters.”

Another Senator worried about the complexity in the advising needs for this program. Professor Mahler assured the Senate that they had considered the advising needs for the program. The proposal passed without objection.

FS-16-028: FSH 2700 – Student Evaluation. The Chair welcomed Professor Jennifer Johnson-Leung, chair of Teaching & Advising, back to the Senate to discuss the latest version of the student evaluation of teaching forms. Professor Johnson-Leung presented two forms. The first is a transitional form to be used for a limited number of semesters before we go exclusively to the second form. The transitional form includes questions from the current form and will be used to help determine the correlation between the current form and the new form. Professor Johnson-Leung also presented an example of norming data that we could ask to be included with the evaluations when the summaries are sent out. Finally, she pointed out that while the FSH does require that we use student evaluations of teaching, we might want to consider other methods of evaluating teaching. She noted that it was probably dangerous to be overly prescriptive about what other methods to use, however, it might be wise to suggest that some other methods to evaluate teaching be used.

While Senators expressed general approval of the new forms, there was a variety of questions that arose:

- There was a question about why we couldn’t continue to use the bank of additional questions to customize the forms. Professor Johnson-Leung commented that the committee had not
expressly considered the additional set of questions, but didn’t see why they couldn’t be made available.

- There was a question about the difference between the transitional form and the new form. Which are we voting on? Why is there a different scale between the new form and the questions included from the previous form? Professor Johnson-Leung responded that she intended us to vote on both forms. We are using the transitional form which includes questions from the current form in an effort to demonstrate the validity of the new form. This was thought to be necessary to justify the shift from the current form to a form that didn’t include a numerical scale. Hopefully the shift would only take a couple of semesters.

- There were questions about the norming data and what the spreadsheet was supposed to demonstrate. It was suggested that the norming data would provide an ability to make different distinctions. It would provide “performance categories” to help show distinctions.

- Does the new form adequately take online courses into account? Professor Johnson-Leung stated that they had tried to make the questions general enough to apply to all types of courses, including online courses. There was some discussion as to whether the proposed new form was better or worse than the current form for online courses.

- Are there systemic biases (like gender) in student evaluations? Professor Johnson-Leung acknowledged that there are systemic biases which is why we should be careful about what inferences we draw from them.

In general Professor Johnson-Leung emphasized that any student evaluation form will be limited in its ability to tell us a great deal about the quality of instruction. They can provide a course measure of instructional atmosphere, but if we try to read much more into them than it becomes problematic. When an institution tries to put too much emphasis on student course evaluations, it is engaging in “institutional sloth.”

After acknowledging that we have been debating various versions of these forms for several years, the Senate decided we should bring this to a vote. The proposal to pass both the transitional form and the new form passed 13-4-2. After considerable confusion about whether to accept the “norming proposal” the Senate voted 1-9-9, thus rejecting the use of the norming scheme.

**Adjournment:** A motion (Stoll/Chung) to adjourn at 4:45 passed unanimously.

Respectfully submitted,

Don Crowley
Secretary to the Faculty Senate and Faculty Secretary
When and who oversees the elections for senate members? Current senate members from each respective college/group consult and assign someone who will handle the process. Check your respective college/group by-laws for procedures. It is fine for faculty senate members to solicit assistance from the dean’s office in sending out and receiving secret ballots. Faculty should oversee the process and count votes received. All faculty within the college are given the opportunity to be involved and vote.

**FSH 1520, Article V, Section 6. Elections.** Regular elections for senators in the senate are held before April 15 of each year in which an election is to be held. All elections for members of the senate are by secret ballot. Appropriate procedures for nominations and elections are developed and approved by a majority vote of the faculty of the college or other unit.

**Members on Senate whose term is expiring 2016:**

Liz Brandt, Law  
Wendy Couture, Boise  
Stephan Flores, CLASS  
Brian Mahoney, Staff  
Michael Murphy, CLASS  
Robert Perrett, Faculty-at-Large  
Sharon Stoll, Education  
Kattlyn Wolf, CALS

How long is a term on Faculty Senate?

**FSH 1520, Article V, Section 4. Terms of Office.** Elected faculty members of the senate serve for three years. The academic dean shall serve one year, the staff representatives shall serve for staggered two year terms. The terms of office for student members are as established by the senate. [See 1580 VI.] Newly elected members take office each year on September 1 or on the official opening date of the academic year, whichever is earlier. To carry out the requirement that approximately one-third of the elected faculty members are to take office each year, the senate may shorten the initial term of office of faculty senators elected to fill new positions in the senate to conform to a balanced rotation plan. When members are elected to fill a vacancy, they take office at the first meeting after the election and serve for the unexpired term of the vacancy. A faculty member elected to the senate may serve two consecutive terms. After serving two consecutive terms the faculty senate member must wait one full year before they are again eligible for election.[see also FSH 1580 III-3].

What if I will be gone for one month, or for more than four months?

**FSH 1520, Article V, Section 7. Vacancies.**

Clause A. If it is necessary for a member of the senate to be absent temporarily (more than a month, but less than four months), the candidate who received the next highest number of votes in the most recent election in the college or unit acts as his or her alternate in the senate with full vote. If it is necessary for a member to be absent for more than four months, but less than one year, a special election is held to fill the temporary vacancy. When the senate member returns, he or she resumes the position in the senate. If it is necessary for a member to be absent for more than one year, or if the member is unable to complete the term of office for any reason, a special election is held to fill the unexpired term. [See 1580 VI for procedures covering student vacancies.]

Clause B. The chair of the Faculty Senate must declare a position vacant if a member is absent from three consecutive meetings unless the member has informed the chair of the senate in writing that he or she intends to participate fully in the activities of the senate in the future. When a position is declared vacant, the chair must notify the constituency concerned.
**What is the Center Senator’s Role?**

1520 Article V. Section 2. Structure. A (2). University Centers. The resident faculty of the university centers in Boise, Coeur d’Alene and Idaho Falls each elects one senator from among its number. Those senators shall have the right to participate and vote in faculty senate meetings by means of available two-way video-audio technology located at the centers. If the available technology fails, telephone conferencing will be used. Senators elected to represent a center have a unique role on senate, which is to provide a voice and vote from the perspective of their centers. That perspective is not intended to be college and/or discipline specific.

**What if I have replaced a member from my college who resigned from Faculty Senate, can I serve again?**

1580 Article III, Section 3. Members Completing Unexpired Terms. A member who has been elected or appointed to complete the unexpired term of another member and has served more than half of that term will be considered to have served one full term.
MLK Art/Essay Contest

- Established in 2015; ran for a second year in 2016
- One of the Ubuntu Committee’s major annual projects
- Funding from organizations across campus:
  - ASUI: $500
  - College of Law: $500
  - COGS: $500
  - CLASS: $500
  - DHR: $500
  - GPSA: $200
  - IPO: $200
- Cash prizes in four categories ($500 for top prize, $100 for honorable mention):
  - Best Graduate Art
  - Best Undergraduate Art
  - Best Graduate Essay
  - Best Undergraduate Essay
- **2016 contest prompt:** Taking inspiration from Garza’s work, write a short essay (three pages double-spaced) or create a piece of original artwork that imagines how we might work to create a more caring community on the University of Idaho campus.
- Questions?: ejames@uidaho.edu
TO: University Curriculum Committee, Faculty Senate, General Faculty
FROM: University Committee for General Education
RE: Regulation J
DATE: December 16, 2015

The following changes have been approved by the University Committee for General Education (UCGE).

Editor's Note: Courses highlighted in Yellow are new courses that are expected to come before UCC for approval this academic year.

J - General Requirements for Baccalaureate Degrees

Candidates for baccalaureate degrees must fulfill the following requirements. (See the College of Graduate Studies section for the requirements for graduate degrees. See the College of Law section for the requirements for the degree of Juris Doctor.)

J-1. Credit Requirements.

J-1-a. Students must have earned a minimum of 120 credits to be granted a baccalaureate degree from the University of Idaho. Some programs require a higher minimum. For the minimum number of credits required in each degree program, see the major curricula of the various degree-granting units in the individual departmental section.

J-1-b. A minimum of 36 credits in upper-division courses (numbered 300 or above) is required for a baccalaureate degree.

J-2. Residency Requirements. A student must earn a minimum of 30 upper-division credits in UI courses. No credits awarded for independent study, bypassed courses, credit by examination, College Level Examination Program (CLEP), or experiential learning can be counted among these 30 UI credits. Study abroad and student exchange credits may be counted toward this requirement with prior approval by the student's academic department and dean.

J-3. Subject Requirements (General Education Curriculum).

First-year students (see Admissions Status) are to complete the University of Idaho general education curriculum. A university education is a preparation both for living and for making a living. It offers an opportunity not only to lay the foundations of a career, but also to develop the mind to its highest potential, to cultivate the imagination as well as the power to reason, and to gain the intellectual curiosity that makes education a life-long enterprise.

A central component of this preparation is the requirement that a student working toward a baccalaureate degree must complete the necessary course work in the six categories described below (J-3-a through J-3-f). This requirement is to be satisfied by earning a total of 36 credits and meeting the minimum number of credits specified for each category. Within the J-3-d, J-3-e, J-3-f categories, students must complete a total of 18 credits. (Transfer students have two options for fulfilling this requirement; these are described under "General Education Requirements for Transfer Students" in the Undergraduate Admission section of this catalog). University of Idaho general education courses accepted as transferable as general education courses to other Idaho state-funded institutions are listed as General Education Matriculated - GEM courses in the General Catalog. Courses that fulfill requirements in each category are reviewed each year and the list is updated in the Spring. Students and advisors are encouraged to check the list when it is published in the Spring to be aware of any additional courses that have been added to meet specific requirements. Courses that are approved to satisfy a general education requirement can be used to satisfy those requirements even if the course is completed prior to being approved as a general education course.

Note: Remedial courses may not be used to satisfy any of this requirement. Degree-seeking students must be enrolled in Engl 101 or Engi 102 in their first semester in residence and in each subsequent semester until they have passed Engl 102. They must also be enrolled in Math 108 or in a course that meets the general education requirement in mathematics, statistics, or computer science in their first year in residence and in each subsequent semester until the general education requirement in mathematics, statistics, or computer science has been satisfied.

J-3-a. Communication (5-7 cr). The purpose of this requirement is to develop the ability to organize one's thoughts, to express them simply and clearly, to observe the standards and conventions of language usage, and to suit tone to audience. The requirement is proficiency in written English equal to that needed for the completion of UI course Engl 102 and the completion of one additional course in this category.

Public Speaking. Students who receive a passing grade in Comm 101, Fundamentals of Public Speaking, are expected to develop and demonstrate the ability to make oral presentations in one-on-one settings, small groups, and large groups. Students should be able to demonstrate basic competency in (1) organization and preparation, (2) oral language use and presentation, and (3) addressing audience needs and interests.

Written English. Students who receive a passing grade in any of the six English classes included in the general education are expected to develop and demonstrate competencies in their writing in (1) organization and development, (2) sentence variety and word choice, and (3) language usage conventions. The following specific provisions apply to the English composition component:

1. Students who attain a satisfactory score on the College Board English Achievement or Scholastic Aptitude (Verbal) Test or the American College Testing (ACT) English Test will be awarded credit and grades of P for Engl 101 and Engl 102. Also, students who attain a score of 4 on the Advanced Placement Test in English will be awarded credit and a grade of P for Engl 101 and students who attain a score of 5 on the Advanced Placement Test in English will be awarded credit and grades of P for Engl 101 and Engl 102.

2. Students who do not meet the conditions stated in paragraph (1) will be tentatively placed, on the basis of their scores on the tests cited above, in either Engl 101 or Engl 102.

3. UI accepts credits earned in comparable writing courses taken at other accredited institutions. (See credit limitation in J-5-d.)

Comm 101 Fundamentals of Public Speaking (2 cr)
Engl 207 Persuasive Writing (3 cr)
Engl 208 Personal and Exploratory Writing (3 cr)
Engl 313 Business Writing (3 cr)
Engl 316 Environmental Writing (3 cr)
Engl 317 Technical Writing (3 cr)
Phil 102 Reason and Rhetoric (2 cr)

J-3-b. Natural and Applied Science (8 cr, from two different disciplines, which include two accompanying labs OR 7 cr which includes a Core Science (CORS) course and one course with lab). The purpose of this requirement is to develop a better understanding of the physical and biological world by learning some of the principles that explain the natural phenomena of the universe, the experimental method used to derive those principles, and their applications.

Study in this area is undertaken as part of the general education requirements in order to promote scientific literacy, that is, the ability to read and understand the science issues being debated in society. Scientific literacy is essential if citizens are to make informed judgments on the wide range of issues that affect their everyday lives.

Students receiving passing grades in the natural and applied science courses of the general education curriculum will demonstrate competency in the following areas: (1) knowledge of scientific principles; (2) the ability to write clearly and concisely using the style appropriate to the sciences; (3) the ability to interpret scientific data; (4) the ability to analyze experimental design critically; and (5) the development of laboratory skills.

Biol 102, Biol 102L Biology and Society and Lab (4 cr)*
Biol 114 Organisms & Environments (4 cr)
Biol 115 Cells and the Evolution of Life (4 cr)
Biol 154 and MMBB 155/Biol 155 Introductory Microbiology and Lab (4 cr)*
Biol 250 and MMBB 255/Biol 255 General Microbiology and Lab (5 cr)*
Chem 101 Introduction to Chemistry I (4 cr)
Chem 111 Principles of Chemistry I (4 cr)
Chem 112 Principles of Chemistry II (5 cr)
CORS 205-297 Integrated Science (3 cr)
EnVS 101 Introduction to Environmental Science, and EnVS 102 Field Activities in Environmental Sciences (4 cr)*
Geog 100, Geol 100L Physical Geography and Lab (4 cr)*
Geol 101, Geol 101L Physical Geology and Lab (4 cr)*
Geol 102, Geol 102L Historical Geology (4 cr)*
Phys 100, Phys 100L Fundamentals of Physics and Lab (4 cr)*
Phys 103, Phys 104 General Astronomy and Lab (4 cr)*
Phys 111, Phys 111L General Physics I and Lab (4 cr)*
Phys 112, Phys 112L General Physics II and Lab (4 cr)*
Phys 211, Phys 211L Engineering Physics I and Lab (4 cr)*
Phys 212, Phys 212L Engineering Physics II and Lab (4 cr)*
Soil 205, Soil 206 The Soil Ecosystem and Lab (4 cr)*

*To be counted toward satisfaction of this requirement, the full four or five credits (that is, both the lecture course and the accompanying laboratory course) must be completed.

J-3-c. Mathematics, Statistics, or Computer Science (3 cr).

These courses develop analytical, quantitative, and problem solving skills by involving students in doing mathematics, statistics, or computer science and by focusing on understanding the concepts of these disciplines.

Students receiving passing grades in mathematics, statistics, or computer science will have the ability to recognize, analyze, and solve problems.

CS 112 Computational Thinking and Problem Solving (3 cr)
Math 123 Mathematics Applied to the Modern World (3 cr)
Math 130 Finite Mathematics (3 cr)
Math 137 Algebra with Applications (3 cr)
Math 143 Pre-calculus Algebra and Analytic Geometry (3 cr)
Math 160 Survey of Calculus (4 cr)
Math 170 Analytic Geometry and Calculus I (4 cr)
Math 175 Analytic Geometry and Calculus II (4 cr)
Math 275 Analytic Geometry and Calculus III (3 cr)
Stat 150 Introduction to Statistics (3 cr)
Stat 251 Statistical Methods (3 cr)

J-3-d. Humanities (6 cr, from two different disciplines) and Social Sciences (6 cr, from two different disciplines). The purpose of these liberal arts courses is to provide students with critical tools for understanding the human experience and providing the means for students to respond to the world around them.

Humanities courses enable students to reflect upon their lives and ask fundamental questions of value, purpose, and meaning in a rigorous and systematic interpretative manner, with the goal of fostering understanding of culture and inspiring a citizenry that is more literate, respectful of diverse viewpoints, and intellectually inquisitive.

Social science courses enable students to apply rigorous analytic skills for the purpose of explaining the dynamic interaction among history, institutions, society and ideas that shape the behaviors of individuals, communities and societies. With these skills students can critically address the social issues of our contemporary world.

Courses on the humanities and social science lists that are also listed as satisfying the American diversity or international requirement are indicated by a D or I designation.

Approved Humanities Courses:
AmSt 301 Studies in American Culture (3 cr) D
Arch 151 Introduction to the Built Environment (3 cr)
Art 100 World Art and Culture (3 cr) I
Art 205 Visual Culture (3 cr)
Art 213 History and Theory of Modern Design I (3 cr) I
Art 302 Modern Art and Theory (3 cr) I
Art 382 History of Photography (3 cr) I
Art 407 New Media (3 cr)
Dan 100 Dance in Society (3 cr)
Engl 175 Introduction to Literary Genres (3 cr)
Engl 221 History of World Cinema I (3 cr) I
Engl 222 History of World Cinema II (3 cr) I
Engl 257 Literature of Western Civilization (3 cr)
Engl 258 Literature of Western Civilization (3 cr)
Engl 322 Environmental Literature and Culture (3 cr)
Engl 341 Survey of British Literature (3 cr)
Engl 342 Survey of British Literature (3 cr)
Engl 343 Survey of American Literature (3 cr)
Engl 344 Survey of American Literature (3 cr)
Engl 345 Shakespeare (3 cr)
Engl 375 or REL 375 The Bible as Literature (3 cr)
FLEN 210 Introduction to Classical Mythology (3 cr)
FLEN 313 Modern French Literature in Translation (3 cr) I
FLEN 324 German Literature in Translation (3 cr) I
FLEN 331 Japanese Anime (3 cr) I
FLEN 391 or LAS 391 Hispanic Film (3 cr) I
FLEN 394 or LAS 394 Latin American Literature in Translation (3 cr) I
Hist 270 Introduction to Greek and Roman Civilization (3 cr)
Hist 340 Modern India, 1757-1947 (3 cr)
Hist 350 European Cultural History, 1600-1800 (3 cr)
Hist 357 Women in Pre-Modern European History (3 cr)
Hist 366 Intellectual and Cultural History of Modern Europe (3 cr) I
Hist 378 History of Science I: Antiquity to 1700 (3 cr)
Hist 379 History of Science II: 1700-Present (3 cr)
Hist 414 History and Film (3 cr)
Hist 442 or REL 442 The Medieval Church: Europe in the Early and High Middle Ages (3 cr)
Hist 443 or REL 443 The Medieval State: Europe in the...
High and Late Middle Ages (3 cr)
Hist 437 Medieval English Constitutional and Legal History: 1066-1485 (3 cr)
Hist 447 or ReIS 447 The Renaissance (3 cr)
Hist 448 or ReIS 448 The Reformation (3 cr)
Hist 485 Chinese Social and Cultural History (3 cr)
IS 370 African Community, Culture, and Music (1-3 cr) I
Mush 101 Survey of Music (3 cr)
Mush 111 Introduction to Music Literature (3 cr)
Mush 201 History of Rock and Roll (3 cr)
Phil 103 Ethics (3 cr)
Phil 201 Critical Thinking (3 cr)
Phil 208 Business Ethics (3 cr)
Phil 240 Belief and Reality (3 cr)
Phil 351 Philosophy of Science (3 cr)
Phil 361 Professional Ethics (3 cr)
The 101 Introduction to the Theatre (3 cr)
The 468 Theatre History I (3 cr) I
The 469 Theatre History II (3 cr) I
WnSt 201 Introduction to Women's Studies (3 cr) D

Approved Social Science Courses:

Anth 100 Introduction to Anthropology (3 cr)
Anth 220 Peoples of the World (3 cr) I
Anth 261 Language and Culture (3 cr) I
Anth 329 North American Indians (3 cr) D
Anth 350 or Soc 350 Food, Culture, and Society (3 cr) D
Anth 462 or LAS 462 Human Issues in International Development (3 cr) I
Comm 233 Intercultural Communication (3 cr)
Comm 335 Intercultural Communication (3 cr) I
Comm 410 Conflict Management (3 cr)
CSS 235 or For 235 Society and Natural Resources (3 cr)
Econ 201 Principles of Macroeconomics (3 cr)
Econ 202 Principles of Microeconomics (3 cr)
Econ 272 Foundations of Economic Analysis (4 cr)
EDCI 301 Learning, Development, and Assessment (3 cr)
FLEN 270 or Hist 270 Introduction to Greek and Roman Civilization (3 cr)
FLEN 307 The European Union (3 cr) I
FLEN 308 European Immigration and Integration (3 cr) I
Geog 165 Human Geography (3 cr) I
Geog 200 World Regional Geography (3 cr) I
Geog 365 Political Geography (3 cr) I
Hist 101 History of Civilization (3 cr) I
Hist 102 History of Civilization (3 cr) I
Hist 111 Introduction to U.S. History (3 cr) D
Hist 112 Introduction to U.S. History (3 cr) D
Hist 180 Introduction to East Asian History (3 cr)
Hist 315 or LAS 315 Comparative African-American Cultures (3 cr)
Hist 328 History of the American West (3 cr)
Hist 329 Idaho and the Pacific Northwest (3 cr)
Hist 331 The Age of African Empires (3 cr)
Hist 380 Disease and Culture: History of Western Medicine (3 cr)
Hist 382 History of Biology: Conflicts and Controversies (3 cr)
Hist 388 History of Mathematics (3 cr)
Hist 411 Colonial North America (3 cr)
Hist 412 Revolutionary North America and Early National Period (3 cr)
Hist 415 Expanding America (3 cr)
Hist 416 Rise of Modern America (3 cr)
Hist 417 America in Crisis (3 cr)
Hist 418 Contemporary America (3 cr)
Hist 419 Topics in the American West (3 cr)
Hist 420 History of Women in American Society (3 cr)
Hist 424 American Environmental History (3 cr)
Hist 426 or AIST 426 Red Earth White Lies: American Indian History 1840-Present (3 cr)
Hist 430 U.S. Diplomatic History (3 cr)
Hist 431 or AIST 431 Stolen Continents, The Indian Story, Indian History to 1840 (3 cr)
Hist 438 or LAS 438 Modern Mexico and the Americas (3 cr)
Hist 439 or LAS 439 Modern Latin America (3 cr)
Hist 440 or LAS 440 Social Revolution in Latin America (3 cr)
Hist 441 or LAS 441 Slavery and Freedom in the Americas (3 cr)
Hist 449 Tudor-Stuart Britain 1485-1660 (3 cr)
Hist 452 Europe in the Age of the Revolution, 1770-1880 (3 cr)
Hist 455 Modern Europe (3 cr)
Hist 456 Anti-Semitism and the Holocaust (3 cr)
Hist 457 History of the Middle East (3 cr)
Hist 458 Military History (3 cr)
Hist 460 Conspiracies and Secret Societies in History (3 cr)
Hist 466 Eastern Europe Since 1774 (3 cr)
Hist 467 Russia to 1894 (3 cr)
Hist 468 Russia and Soviet Union Since 1894 (3 cr)
Hist 481 America's Wars in Asia (3 cr)
Hist 482 Japan, 1600 to Present (3 cr)
Hist 484 Modern China, 1840s to Present (3 cr)
IS 325 The Contemporary Muslim World (3 cr) I
IS 326 Africa Today (3 cr) I
IS 350 Sport and International Affairs (3 cr) I
PolS 101 Introduction to Political Science and American Government (3 cr) D
NRS 125 Introduction to Conservation and Natural Resources (3 cr)
PolS 205 Introduction to Comparative Politics (3 cr) I
PolS 237 International Politics (3 cr) I
PolS 275 American State and Local Government (3 cr)
PolS 331 American Political Parties and Elections (3 cr)
PolS 332 American Congress (3 cr)
PolS 333 American Political Culture (3 cr) D
PolS 338 American Foreign Policy (3 cr) I
PolS 360 Law and Society (3 cr) D
PolS 381 Western European Politics (3 cr) I
Psys 101 Introduction to Psychology (3 cr)
Soc 101 Introduction to Sociology (3 cr) D
Soc 230 Social Problems (3 cr) D
Soc 301 or Anth 301 Introduction to Diversity and Stratification (3 cr) D
Soc 336 Comparative Criminal Justice Systems (3 cr) I
Soc 340 Social Change & Globalization (3 cr) I
Soc 343 Power, Politics, and Society (3 cr) I
Soc 424 Sociology of Gender (3 cr) D
Soc 427 or Anth 427 Racial and Ethnic Relations (3 cr) D
Soc 431 Personal and Social Issues in Aging (3 cr) D
Soc 439 Inequalities in the Justice System (3 cr) D
Soc 450 Dynamics of Social Protest (3 cr) D

J-3-e. American Diversity (One course) and International (One course or an approved study abroad experience). As we live in an increasingly diverse and multicultural world, the purpose of these courses is to prepare students to understand, communicate and collaborate with those from diverse communities within the United States and throughout the world.

The American diversity courses seek to increase awareness of contemporary and historical issues surrounding the social and cultural diversity in the U.S. Students engage in critical thinking and inquiry into the issues, complexities, and implications of diversity, and how social, economic, and/or political forces have shaped American communities. Diversity includes such characteristics as ability, age, ethnicity, gender, race, religion, sexual orientation, and socioeconomic status.

*One course chosen from the approved American diversity courses.
courses listed below. If a student takes a Great Issues Seminar (ISem 301), Humanities, or Social Science course that also appears on the list of approved American diversity courses, then this requirement is considered to be completed.

The international courses seek to develop an understanding of international values, belief systems and social issues that have contributed to current balances of power and cultural relations. Students develop an understanding of the roles that the United States and other countries have played in global relations and the ways cultures have interacted and influenced each other.

*One course chosen from the approved international courses listed below. If a student takes a Great Issues Seminar (ISem 301), Humanities, or Social Science course that also appears on the list of approved International courses, then this requirement is considered to be completed. The international requirement may be waived if a student successfully completes an approved Summer, Fall, or Spring term abroad through the International Programs Office.

Approved American Diversity Courses:
AISt 320 The Celluloid Indian: American Indians in Popular Film (3 cr)
AISt 401 Contemporary American Indian Issues (3 cr)
AISt 420 Native American Law (3 cr)
AISt 422, Anth 422, or ReIs 422 Plateau Indians (3 cr)
AISt 478 Tribal Nation Economics and Law (3 cr)
AISt 484 or Engl 484 American Indian Literature (3 cr)
AnSt 301 Studies in American Culture (3 cr)
AnSt 329 North American Indians (3 cr)
AnSt 350 or Soc 350 Food, Culture, and Society (3 cr)
Arch 411 or AIST 411 Native American Architecture (3 cr)
Comm 432 Gender and Communication (3 cr)
Comm 491 Communication and Aging (3 cr)
CORS 232 Science on Your Plate: Food Safety, Risks and Technology (3 cr)
EDCI 302 Teaching Culturally Diverse Learners (4 cr)
Engl 380 Introduction to U.S. Ethnic Literatures (3 cr)
Hist 111 Introduction to U.S. History (3 cr)
Hist 112 Introduction to U.S. History (3 cr)
Hist 315 or LAS 315 Comparative African-American Cultures (3 cr)
Hist 328 History of the American West (3 cr)
Hist 329 Idaho and the Pacific Northwest (3 cr)
Hist 411 Colonial North America (3 cr)
Hist 412 Revolutionary North America and Early National Period (3 cr)
Hist 414 History and Film (3 cr)
Hist 415 Expanding America (3 cr)
Hist 416 Rise of Modern America (3 cr)
Hist 417 United States, 1919-1960: America in Crisis (3 cr)
Hist 418 Contemporary America (3 cr)
Hist 419 Topics in the American West (3 cr)
Hist 420 History of Women in American Society (3 cr)
Hist 424 American Environmental History (3 cr)
Hist 426 or AIST 426 Red Earth White Lies: American Indian History 1840-Present (3 cr)
Hist 431 or AIST 431 Stolen Continents, The Indian Story: Indian History to 1840 (3 cr)
ID 443 Universal Design (3 cr)
JAMM 340 Cultural Diversity and the Media (3 cr)
JAMM 445 History of Mass Media (3 cr)
MusH 410 Studies in Jazz History (3 cr)
PoSt 101 Introduction to Political Science and American Government (3 cr)
PoSt 333 American Political Culture (3 cr)
PoSt 335 American Interest Groups & Social Movements (3 cr)
PoSt 360 Law and Society (3 cr)
PoSt 468 Civil Liberties (3 cr)
Psyc 315 Psychology of Women (3 cr)
Psyc 419 Adult Development and Aging (3 cr)
Soc 101 Introduction to Sociology (3 cr)
Soc 230 Social Problems (3 cr)
Soc 301 or Anth 301 Introduction to Diversity and Stratification (3 cr)
Soc 424 Sociology of Gender (3 cr)
Soc 427 or Anth 427 Racial and Ethnic Relations (3 cr)
Soc 431 Personal and Social Issues in Aging (3 cr)
Soc 439 Inequalities in the Justice System (3 cr)
Soc 450 Dynamics of Social Protest (3 cr)
Span 306 or LAS 306 Culture and Institutions of Latin America (3 cr)
Span 411 Chicano and Latino Literature (3 cr)
Span 413 Spanish American Short Fiction (3 cr)
WmSt 201 Introduction to Women's Studies (3 cr)

Approved International Courses:
AgEc 481 Agricultural Markets in a Global Economy (3 cr)
AgEd 406 Exploring International Agriculture (3 cr)
Anth 220 Peoples of the World (3 cr)
Anth 261 Language and Culture (3 cr)
Anth 462 or LAS 462 Human Issues in International Development (3 cr)
Arbc 101 Elementary Modern Standard Arabic I (4 cr)
Arbc 102 Elementary Modern Standard Arabic II (4 cr)
Art 100 World Art and Culture (3 cr)
Art 213 History and Theory of Modern Design I (3 cr)
Art 302 Modern Art and Theory (3 cr)
Art 303 Contemporary Art and Theory (3 cr)
Art 313 History and Theory of Modern Design II (3 cr)
Chin 110 Elementary Chinese I (4 cr)
Chin 112 Elementary Chinese II (4 cr)
Chin 210 Intermediate Chinese I (4 cr)
Chin 212 Intermediate Chinese II (4 cr)
Comm 335 Intercultural Communication (3 cr)
CSS 493 or LAS 493 International Land Preservation and Conservation Systems (3 cr)
Econ 446 International Economics (3 cr)
Econ 447, AgEc 447, or LAS 447 Economics of Developing Countries (3 cr)
Engl 221 History of World Cinema I (3 cr)
Engl 222 History of World Cinema II (3 cr)
EnvS 225 International Environmental Issues Seminar (3 cr)
FCS 411 Global Nutrition (2 cr)
FCS 419 Dress and Culture (3 cr)
FLEN 307 The European Union (3 cr)
FLEN 308 European Immigration and Integration (3 cr)
FLEN 313 French/Francophone Literature in Translation (3 cr)
FLEN 324 German Literature in Translation (3 cr)
FLEN 331 Japanese Anime (3 cr)
FLEN 391 or LAS 391 Hispanic Film (3 cr)
FLEN 394 or LAS 394 Latin American Literature in Translation (3 cr)
Fren 101 Elementary French I (4 cr)
Fren 102 Elementary French II (4 cr)
Fren 201 Intermediate French I (4 cr)
Fren 202 Intermediate French II (4 cr)
Fren 301 Advanced French Grammar (3 cr)
Fren 302 Advanced French Writing Skills (3 cr)
Fren 304 Connecting French Language and Culture (3 cr)
Fren 307 French Phonetics (3 cr)
Fren 308 Advanced French Conversation (3 cr)
Fren 407 French & Francophone Literatures (3 cr, max 9)
Fren 408 French and Francophone Culture and Institutions (3 cr, max 9)
Fren 410 French and Francophone Arts (3 cr)
Geog 165 Human Geography (3 cr)
Geog 200 World Regional Geography (3 cr)
Geog 250 Geography of Development (3-4 cr)
Geog 360 Population Dynamics and Distribution (3-4 cr)
Geog 365 Political Geography (3 cr)
Germ 101 Elementary German I (4 cr)
Germ 102 Elementary German II (4 cr)
Germ 201 Intermediate German I (4 cr)
Germ 202 Intermediate German II (4 cr)
Germ 301 Advanced German Grammar (3 cr)
Germ 302 Advanced German Speaking and Writing (3 cr)
Germ 420 Topics in German Culture and Literature - Themes (3 cr, max 6)
Germ 440 German Media through the Internet (3 cr)
Hist 101 History of Civilization (3 cr)
Hist 102 History of Civilization (3 cr)
Hist 180 Introduction to East Asian History (3 cr)
Hist 270 Introduction to Greek and Roman Civilization (3 cr)
Hist 315 or LAS 315 Comparative African-American Cultures (3 cr)
Hist 321 Pirates of the Caribbean and Beyond (3 cr)
Hist 331 The Age of African Empires (3 cr)
Hist 340 Modern India 1757-1947 (3 cr)
Hist 350 The Age of Enlightenment: European Culture & Ideas, 1680-1800 (3 cr)
Hist 357 Women in Pre-Modern European History (3 cr)
Hist 366 Modern European Cultural and Intellectual History, 1880-1980 (3 cr)
Hist 371 History of England (3 cr)
Hist 372 History of England (3 cr)
Hist 378 History of Science I: Antiquity to 1700 (3 cr)
Hist 379 History of Science II: 1700-Present (3 cr)
Hist 380 Disease and Culture: History of Western Medicine (3 cr)
Hist 382 History of Biology: Conflicts and Controversies (3 cr)
Hist 388 History of Mathematics (3 cr)
Hist 414 History and Film (3 cr, max 6)
Hist 430 U.S. Diplomatic History (3 cr)
Hist 438 or LAS 438 Modern Mexico and the Americas (3 cr)
Hist 439 or LAS 439 Modern Latin America (3 cr)
Hist 440 or LAS 440 Social Revolution in Latin America (3 cr)
Hist 441 or LAS 441 Slavery and Freedom in the Americas (3 cr)
Hist 442 or RELS 442 The Medieval Church: Europe in the Early and High Middle Ages (3 cr)
Hist 443 or RELS 443 The Medieval State: Europe in the High and Late Middle Ages (3 cr)
Hist 445 Medieval English Constitutional and Legal History: 1066-1485 (3 cr)
Hist 447 or RELS 447 The Renaissance (3 cr)
Hist 448 or RELS 448 The Reformation (3 cr)
Hist 449 Tudor-Stuart Britain 1485-1660 (3 cr)
Hist 452 Europe in the Age of the Revolution, 1770-1880 (3 cr)
Hist 455 Modern Europe (3 cr)
Hist 456 Anti-Semitism and the Holocaust (3 cr)
Hist 457 History of the Middle East (3 cr)
Hist 458 Military History (3 cr)
Hist 460 Conspiracies and Secret Societies in History (3 cr)
Hist 466 Eastern Europe Since 1774 (3 cr)
Hist 467 Russia to 1894 (3 cr)
Hist 468 Russia and Soviet Union Since 1894 (3 cr)
Hist 481 America's Wars in Asia (3 cr)
Hist 482 Japan, 1600 to Present (3 cr)
Hist 484 Modern China, 1840s to Present (3 cr)
Hist 485 Chinese Social and Cultural History (3 cr)
Hist 487 History of Interiors I (3 cr)
Hist 488 History of Interiors II (3 cr)
IS 325 The Contemporary Muslim World (3 cr)
IS 326 Africa Today (3 cr)
IS 350 Sport and International Affairs (3 cr)
IS 370 African Community, Culture, and Music (1-3 cr)
JMM 490 Global Media (3 cr)
Japn 101 Elementary Japanese I (4 cr)
Japn 102 Elementary Japanese II (4 cr)
Japn 201 Intermediate Japanese I (4 cr)
Japn 202 Intermediate Japanese II (4 cr)
Japn 301 Japanese Reading (3 cr)
Japn 303 Japanese Speaking (3 cr)
Lac 390 Italian Hill Towns and Urban Centers (3 cr)
MusH 420 Studies in World Music (3 cr)
Phil 367 Global Justice (3 cr, max arr)
PolS 205 Introduction to Comparative Politics (3 cr)
PolS 237 International Politics (3 cr)
PolS 338 American Foreign Policy (3 cr)
PolS 381 European Politics (3 cr)
PolS 420 Introduction to Asian Politics (3 cr)
PolS 441 Genes and Justice (3 cr)
PolS 449 World Politics and War (3 cr)
PolS 480 Politics of Development (3 cr)
PolS 487 Political Violence and Revolution (3 cr)
Soc 336 Comparative Criminal Justice Systems (3 cr)
Soc 340 Social Change & Globalization (3 cr)
Soc 343 Power, Politics, and Society (3 cr)
Span 101 Elementary Spanish I (4 cr)
Span 102 Elementary Spanish II (4 cr)
Span 104 Elementary Spanish Transition (4 cr)
Span 201 Intermediate Spanish I (4 cr)
Span 202 Intermediate Spanish II (4 cr)
Span 301 Advanced Grammar (3 cr)
Span 302 Advanced Composition (3 cr)
Span 303 Spanish Conversation (3 cr)
Span 305 Culture and Institutions of Spain (3 cr)
Span 306 or LAS 306 Culture and Institutions of Latin America (3 cr)
Span 308 Proficiency in Reading (3 cr)
Span 310 Spanish for Professions (3 cr)
Span 401 or LAS 401 Readings: Spanish Literature (3 cr)
Span 402 or LAS 402 Readings: Spanish American Literature (3 cr)
Span 411 Chicano and Latino Literature (3 cr)
Span 412 Spanish Short Fiction (3 cr)
Span 413 Spanish American Short Fiction (3 cr)
Span 419 Latin America Theatre Through Literature (3 cr)
Span 420 Modern Spanish Theatre Through Literature (3 cr)
The 468 Theatre History I (3 cr)
The 469 Theatre History II (3 cr)

J-34. Integrated Studies - ISem 101 Integrative Seminar (3 cr), ISem 301 Great Issues (1 cr), and Senior Experience. The purpose of these courses is to provide students with the tools of integrative thinking, which are critical for problem solving, creativity and innovation, and communication and collaboration. Integrated learning is the competency to attain, use, and develop knowledge from a variety of disciplines and perspectives, such as the arts, humanities, sciences, and social sciences, with disciplinary specialization (to think divergently, distinguishing different perspectives), and to incorporate information across disciplines and perspectives (to think convergently, re-connecting diverse perspectives in novel ways). It is a cumulative learning competency, initiated as a first-year student and culminating as reflected in a graduating senior.

One course from ISem 101 (open to first-year students only). One credit of ISem 301. One course chosen from the approved Senior Experience courses listed below.*

Approved Senior Experience Courses:
AgEc 478 Advanced Agribusiness Management (3 cr)
AgEd 471 Senior Capstone in Agricultural Education (1 cr)
AgEd 498 Internship (1-10 cr, max 10)
Anth 410 Research Methods in Anthropology (3 cr)
Arch 453 Architectural Design V (6 cr)
<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
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<tbody>
<tr>
<td>Art 410</td>
<td>Professional Practices (2 cr)</td>
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<tr>
<td>Art 490</td>
<td>BFA Art/Design Studio (6 cr, max 12)</td>
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<tr>
<td>Art 491</td>
<td>Information Design (3 cr, max 9)</td>
</tr>
<tr>
<td>Art 495</td>
<td>BFA Senior Thesis (2 cr, max 4)</td>
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<tr>
<td>AVS 450</td>
<td>Issues in Animal Agriculture (1 cr)</td>
</tr>
<tr>
<td>BAE 478</td>
<td>Engineering Design I (3 cr)</td>
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<tr>
<td>BAE 479</td>
<td>Engineering Design II (3 cr)</td>
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<tr>
<td>BAE 491</td>
<td>Senior Seminar (1 cr)</td>
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<tr>
<td>Biol 405</td>
<td>Practicum in Anatomy Laboratory Teaching (2-4 cr, max 8)</td>
</tr>
<tr>
<td>Biol 407</td>
<td>Practicum in Biology Laboratory Teaching (2-6 cr, max 12)</td>
</tr>
<tr>
<td>Biol 408</td>
<td>Practicum in Human Physiology Laboratory Teaching (2-4 cr, max 8)</td>
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<tr>
<td>Biol 495</td>
<td>Research in Molec/Cell/Dev Biology (cr arr)</td>
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<tr>
<td>Biol 496</td>
<td>Research in Ecology and Evolution (cr arr)</td>
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<tr>
<td>Biol 497</td>
<td>Research in Anatomy and Physiology (cr arr)</td>
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<tr>
<td>Bus 490</td>
<td>Strategic Management (3 cr)</td>
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<tr>
<td>CE 494</td>
<td>Senior Design Project (3 cr)</td>
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<tr>
<td>ChE 452</td>
<td>Environmental Management and Design (3 cr, max arr)</td>
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<tr>
<td>Chem 409</td>
<td>Proseminar (1 cr)</td>
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<tr>
<td>CS 481</td>
<td>CS Senior Capstone Design II (3 cr)</td>
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<tr>
<td>CSS 475</td>
<td>Conservation Management and Planning II (4 cr)</td>
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<tr>
<td>ECE 481</td>
<td>EE Senior Design II (3 cr)</td>
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<td>ECE 483</td>
<td>Computer Engineering Senior Design II (3 cr)</td>
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<td>Econ 490</td>
<td>Economic Theory and Policy (3 cr)</td>
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<td>Engl 440</td>
<td>Client-Based Writing (3 cr)</td>
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<td>Engl 490</td>
<td>Senior Seminar (3 cr)</td>
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<td>EDU 401</td>
<td>Internship Seminar (1 cr)</td>
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<tr>
<td>EDU 485</td>
<td>Secondary Internship (15 cr)</td>
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<tr>
<td>Ent 438</td>
<td>or PSc 438 or Soil 438 Pesticides in the Environment (3 cr)</td>
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<tr>
<td>EnvS 497</td>
<td>Senior Research (3 cr)</td>
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<tr>
<td>FCS 401</td>
<td>Professional Ethics and Practice in CFCS (1 cr)</td>
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<td>FCS 424</td>
<td>Apparel Product Line Development: Senior Capstone (3 cr)</td>
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<td>FCS 486</td>
<td>Nutrition in the Life Cycle (3 cr)</td>
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<td>FCS 497</td>
<td>Internship Preschool (cr arr)</td>
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<td>Fish 418</td>
<td>Fisheries Management (4 cr)</td>
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<td>Fish 495</td>
<td>Seminar (1 cr)</td>
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<td>FL 401</td>
<td>MLC International Experience (1 cr)</td>
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<td>For 424</td>
<td>Forest Dynamics and Management (4 cr)</td>
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<td>For 427</td>
<td>Prescribed Burning Lab (3 cr)</td>
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<td>FS 489</td>
<td>Food Product Development (3 cr)</td>
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<tr>
<td>Geog 493</td>
<td>Senior Capstone in Geography (3 cr)</td>
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<tr>
<td>Geo 490</td>
<td>Field Geology II (3 cr)</td>
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<tr>
<td>Hist 401</td>
<td>Seminar (cr arr)</td>
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<td>ID 452</td>
<td>Interior Design VI (6 cr)</td>
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<tr>
<td>Intr 401</td>
<td>Career and Leadership Development (2 cr)</td>
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<tr>
<td>IS 495</td>
<td>International Studies Senior Seminar (3 cr)</td>
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<tr>
<td>JAMM 448</td>
<td>Law of Mass Media (3 cr)</td>
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<td>LArc 480</td>
<td>The Emerging Landscape (3 cr)</td>
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<td>Math 415</td>
<td>Cryptography (3 cr)</td>
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<tr>
<td>ME 424</td>
<td>Mechanical Systems Design I (3 cr)</td>
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<tr>
<td>ME 426</td>
<td>Mechanical Systems Design II (3 cr)</td>
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<tr>
<td>MMBB 401 or Biol 401</td>
<td>Undergraduate Research (1-4 cr, max 8)</td>
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<tr>
<td>MMBB 497 or Biol 491</td>
<td>Practicum in Teaching (2 cr)</td>
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<td>MusA 490</td>
<td>Half Recital (0 cr)</td>
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<tr>
<td>MusA 491</td>
<td>Recital (0 cr)</td>
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<tr>
<td>MusC 481</td>
<td>Senior Thesis in Music Theory II (1 cr)</td>
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<tr>
<td>MusC 490</td>
<td>Senior Recital (0 cr)</td>
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<td>MusH 481</td>
<td>Senior Thesis in Music History II (1 cr)</td>
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<tr>
<td>MusT 492</td>
<td>Practicum: Music Teaching (14 cr)</td>
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<tr>
<td>MVSc 486</td>
<td>Marketing, Implementation and Evaluation for Healthy, Active Lifestyles (1 cr)</td>
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<tr>
<td>OrgS 410</td>
<td>Capstone Project in Organizational Sciences (1-6 cr, max 6)</td>
</tr>
</tbody>
</table>

*Within the J-3-d, J-3-e, J-3-f categories, students must complete a total of 18 credits.*
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. Parenting Leave
F. Military Leave
G. Leave for Court Required Service and Voting
H. Leave for Campaigning For or Service in Public Office
I. Administrative Leave
J. Academic Transitional Leave
K. Terminal Leave
L. Shared Leave
M. Family Medical Leave
N. Servicemember Family and Medical Leave [add. 2-08]
O. Personal Leave
P. Extended Family Medical Leave
Q. Leave for Professional Improvement
R. 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 [R; 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, parent, brother, sister, grandparent, and these same relationships of a spouse, by 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 spouse*, 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]

A-4. Separation from employment or the term terminating employee refers to an employee’s separation from all
employment.

A-5. A break in State of Idaho service is defined as job termination that is separated by at least three (3) business days
prior to re-employment with the university or any other State of Idaho employer.

A-6. Full and part-time employees are eligible for some or all leaves discussed in this policy.

a. Benefit-eligible employees are those who hold a board-appointed position [FSH 3080] and are employed at
least half time or greater.

b. Individuals who are employed at least half time or greater as temporary help (TH) and who are expected to
complete five (5) months or more of continuous university service and are eligible to participate in the
Public Employers Retirement Plan for Idaho (PERSI) are eligible for limited benefits, including annual
leave, sick leave and pay for holidays on which they do not work [FSH 3090].

A-7. Leave may not be taken in advance of accrual and may not be taken in excess of 80 hours in a pay period. [rev.
7-15]

A-8. Leave may not be taken on an employee’s first day of employment. If an employee is unable to report for work
on their specified first day of employment; employment will not begin until the first day that the employee reports for
active duty.

A-9. All employees, including faculty and exempt employees, are responsible for recording all leave taken on bi-
weekly time reports and complying with the terms of leave policies, including, but not limited to:

a. completing application for leave and providing medical evidence and other requested information;

b. abiding by any and all return-to-work restrictions; and

c. returning to work following expiration of approved leave.

Failure to uphold these responsibilities may result in absence without approved leave. Eligibility to preserve
employment may be affected and/or the employee may be subject to disciplinary action, up to and including
termination from employment as provided in appropriate university policies [FSH 3910, 3920 and 3930].

A-10. Employees who are exempt from overtime accrual or payments may be absent from work for approved
periods of less than ½ work day without charge to sick or annual leave. Sick, annual or other paid time off must
be charged in ½-day increments when ½ day of work or more is not performed, except when alternative work
has been performed in conjunction with an approved flexible schedule.

Employees who are not exempt from earning overtime accrual or payments shall record all approved absences
in 1/4-hour increments, except when time loss has been made up through an approved flexible schedule.

A-11. Absent written agreement to the contrary, an eligible employee typically earns credit toward retirement
plan vesting (see your PERSI, IORP or federal retirement plan document for details) and earns annual and sick
leave accruals during the portion of any leave that is paid, except that sick and annual leave do not accrue
during terminal leave [J], or in some circumstances during administrative leave [H-5]. An employee typically
will not be given such credit for any periods of unpaid leave.
A-12. No break in service will occur during any approved paid or unpaid leave for the purposes of determining eligibility for retiree health benefits.

A-13. Departmental administrators are responsible for approving and ensuring the reporting of leave, via Banner, taken by the employees in their respective units. For procedures regarding reporting and monitoring leave see APM 55.08. The Banner system and Human Resources records are the official university leave records. [ed. 7-10]

A-14. Human Resources is responsible for coordinating requests and reviewing compliance with all types of leave other than sick, annual and medical appointment leave discussed in this section. [APM 55.09] [ed. 7-10]

B. ANNUAL LEAVE.

B-1. Employees receive annual leave based on their classification of employment. [FSH 3080]

a. Classified Employees on full-time fiscal-year appointments accrue annual leave based on hours worked at the rate of approximately 3.7 hours bi-weekly for the first five full years of service, with a maximum accumulation of 192 hours; 4.6 hours bi-weekly up to 10 years of service, with a maximum accumulation of 240 hours; 5.5 hours bi-weekly up to 15 years of service with a maximum accumulation of 288 hours; and 6.5 hours bi-weekly for more than 15 years of service with a maximum accumulation of 336 hours. [RGPP II.E.3; FSH 3080; APM 55.08 and 55.09] [ed. 7-10]

b. Faculty on full-time fiscal-year appointments and exempt employees, including postdoctoral fellows, accrue annual leave at the rate of 7.4 hours bi-weekly and may accumulate a maximum of 240 hours. [RGPP II.F.3, FSH 3080, APM 55.09] [ed. 7-10]

c. Faculty who hold academic-year appointments do not accrue annual leave. Their periods of obligation and leave are governed primarily by the academic calendar, subject to stipulation by the employee’s dean. [FSH 3120]

B-2. Annual leave for classified and exempt appointment of less than 100% full-time, but equal to or greater than half-time, is accrued based on hours worked and at a rate based on the employee’s classification [B-1]. No annual leave is accrued for less than half-time service.

B-3. Temporary employees who are eligible for PERSI accrue annual leave beginning on the first day of employment in an eligible position at a rate of .0462 times hours worked within each bi-week, however leave is not earned until the benefit qualification period has been satisfied.

Annual leave for qualified temporary employees accrues, but is not earned until the employee has worked at least 20 hours per week and for a period of at least five (5) months (the benefit qualification period). Approval to use accrued, but unearned annual leave may be approved by the employee’s supervisor under special circumstances. However, in the event that accrued annual leave is taken before it is earned and the employee also voluntarily separates or is terminated for cause before annual leave is earned, the value of unearned annual leave taken will be withheld from pay, other earning or payments or must otherwise be repaid to university.

Leave Accrual Example:
Annual leave accrues based only on hours worked.
62 hours worked times .0462 results in 2.90 hours of accrual and may accumulate to a maximum of 192 hours.

B-4. Annual leave accrual is temporarily suspended when the accumulation reaches the maximum allowance. Once the leave accumulation drops below the allowed maximum, accruals resume.

B-5. Employees eligible for overtime earn overtime based on only hours worked. There is no overtime accrual based on annual leave, sick leave, compensatory time, holidays or any other paid time off.
B-6. Annual leave continues to accrue while on any paid leave, except that annual leave does not accrue on hours of compensatory time used; during terminal leave [K]; during academic transitional leave [J] or for temporary employees who accrue annual leave based only on hours worked.

B-7. At the employee’s option, accrued annual leave may be used during any approved leave that could otherwise be taken as sick leave. [RGPP II.I.2.b.]

B-8. Annual leave must be scheduled in advance and requested in writing by the employee. Annual leave may not be taken without the supervisor’s written approval. Both the employee’s vacation preference and business needs of the unit must be considered in establishing mutually agreed periods of leave [APM 55.09]. [ed. 7-10]

a. Supervisors are responsible for coordinating and approving requests for annual leave of all employees in their respective units.

b. An employee on approved annual leave, who becomes eligible to use sick leave through unforeseen events, may use sick leave in lieu of annual leave with approval from his/her supervisor. Documentation to support the use of sick leave may be required.

B-9. Leave balances are paid to employees upon separation (i.e. resignation, retirement layoff, non-renewal, termination) from all State of Idaho employment [IC 67-5334]. Leave balances are transferred from the university to other State of Idaho employers when the university employment ends and a new position is accepted with any State of Idaho employer when there is no break in state service [A-5]. However, the university reserves the right to require an employee to exhaust some or all annual leave prior to any job or employment separation.

Employees separating upon the expiration or termination of a grant will be required to use annual leave before the last day of employment.

In the event of an employee’s death, payment is made to his or her estate.

The effective date of the employee’s separation is the last day on which he or she reports to work for the university, unless the Assistant Vice President (AVP) for Human Resources or designee has approved a written request for alternative termination arrangements that are in the best interests of the university.

A termination extended through the use of accrued annual leave must be approved in advance, in writing, by the AVP for Human Resources or designee and unit administrator and shall be treated as terminal leave. [J and APM 50.20]

In the event that an academic administrator transitions from a position eligible for annual leave to a faculty position in which annual leave does not accrue, balances should be exhausted prior to the start of the new appointment. Leave balances that cannot be used will be carried forward. If not used, the balance of unused annual leave will be paid at the time of separation of all State of Idaho service. Carry forward of annual leave balances exceeding eighty (80) hours must be approved in advance by the AVP for Human Resources, or designee.

B-10. Any individual, regardless of type of appointment, with an annual leave balance who transfers or who is reassigned to another unit within the university may be required to exhaust all existing annual leave prior to starting the new assignment.

B-11. Payment in lieu of annual leave taken for any reason other than separation from employment is granted only by exception or under other special circumstances within the business needs of the university.

B-12. Eligibility requirements for annual leave for temporary help (TH) can be found in FSH 3090.
C. SICK LEAVE.

C-1. Employees that work at least 40 hours in a bi-weekly pay period for at least five (5) consecutive months accrue sick leave. Accrual is approximately 3.7 hours bi-weekly for full-time service. [FSH 3090 C]

C-2. Sick leave accumulation for half-time but less than full-time service is accrued proportionately based on hours worked and earned at the rate of .0462 for each hour worked.

C-3. Sick-leave may be accumulated without limit.

C-4. Sick leave cannot be taken in advance of accrual. If, at the end of a bi-weekly pay cycle, absences exceed sick leave accumulation, the hours will be charged to compensatory time first, if available, and then to annual leave. If there is no leave accumulation, time will be unpaid.

C-5. Sick leave continues to accrue while on any paid leave, except for hours of compensatory time used; during terminal leave; and/or during academic transitional leave.

C-6. Sick leave may not be used in lieu of annual leave, except when the conditions of B-8. b. above have been met.

C-7. Sick leave may be taken only as follows:

a. Illness of Employee. An employee’s own illness, injury, or childbirth (see FSH 2310 E) that prevents the employee from performing his or her assigned duties; or in the event of exposure to contagious disease if, in the opinion of responsible authority, the health of others would be jeopardized in the work place.

b. Illness of an Immediate Family Member. When the illness or injury of an immediately family member as defined in [A-3] of this policy requires the attendance of another, the employee may use his or her own available sick leave.

c. Death of an Immediate Family Member. In the event of a death of an immediate family member as defined in [A-3] of this policy, up to fifteen (15) days of sick leave may be used immediately following the event, but can be extended if there are special circumstances. The unit administrator and the AVP for Human Resources or designee may approve an extension of leave for up to a total of thirty (30) days of sick leave.

d. Death of a Family Member. Sick leave usage for the death of a family member other than a member of the immediate family as defined in [A-3] of this policy is limited to a maximum of five (5) days of sick leave immediately following the event.

e. Medical Appointments. Personal or family appointments for medical, dental, optical treatment or examination, or meeting with an Employee Assistance Program professional, including time for travel to and from such appointments. An employee is allowed up to two hours of time off per month for such appointments without charge to sick leave provided satisfactory arrangements have been made with the employee’s supervisor. If the employee has absences totaling more than two hours in a month, such absences must be reported and charged to sick leave. There is no carryover balance from month-to-month.

f. Parenting/Adoption. All employees are entitled to use sick leave for parenting/adoption and follow the same leave use and benefits as described under E. Parenting Leave. The primary caregiver is eligible for parenting leave upon hire regardless of meeting Family Medical Leave Act (FMLA) eligibility requirements. Any probationary period is suspended until such time that the employee returns to work, see FSH 3360.
C-8. Attendance at work is a job requirement for all positions at the university. Excessive absenteeism can affect job performance. Supervisors have the right to set attendance standards and require medical evidence to support absences that exceed these standards. Absences that occur during an approved family medical leave [L] are exempt from these requirements.

C-9. The federal Family Medical Leave Act of 1993 (FMLA) was adopted as law to protect the best interest and job security of employees. The university may initiate family medical leave (FML) and will apply FML concurrently with sick leave when the employee’s own illness, work-related injuries, or an illness of a family member is covered by FML. In these circumstances, sick leave must be used before unpaid FML is taken [L-2].

C-10. An employee may be eligible for FML after three (3) consecutive days of sick leave, unpaid or other absence [L-4] and may initiate a request for FML at any time prior to an absence which they suspect may qualify. However, the university may also initiate FML and will typically take steps to determine if an absence qualifies as FML when an employee has missed five (5) consecutive workdays or longer by providing the employee with an absence questionnaire and FML application. A failure to comply with a request to complete the absence questionnaire and/or the FML application (if applicable) may result in absence without pay and/or disciplinary action, up to and including dismissal from employment as provided in relevant university policies [FSH 3910, 3920 and 3930].

C-11. Employees transferring without a break in service from a qualified Idaho state agency or from the university to another state agency will be credited with their accrued sick leave by the receiving agency. All unused sick leave is forfeited when an employee is separated from state service. No compensation is made for such unused leave, except as provided in C-12 in the case of employees who are retiring from the university. If an employee returns to state service or to the university within three (3) years after separation, sick leave forfeited at the time of separation will be reinstated.

C-12. Employees who retire and then return to work at the university may not be entitled to reinstatement of sick leave balances. In this instance, only the unused portion of sick leave that was converted at the time of retirement [C-13 and FSH 3730 C] to pay for retiree health benefits may be reinstated for employees who separate for retirement purposes and later return to work at the university.

C-13. An employee who retires under the eligibility conditions for retirement or disability retirement as stated in FSH 3730 may apply a pre-determined amount of unused sick leave accrued since July 1, 1976, as payment for continued coverage under the university retiree health program. [FSH 3730, APM 55.39] [ed. 7-10]

D. HOLIDAYS.

D-1. The university is closed at least eleven (11) holidays each fiscal year. [3460 F-2]

D-2. Board-appointed employees [FSH 3080] and temporary help employees participating in PERSI [FSH 3090] are eligible to receive holiday pay. [ed. 2-08]

D-3. Benefit-eligible employees [A-6.a.] who are employed full time (87.5 percent or greater) receive holiday pay based on eight (8) hours for each holiday. An employee who works a compressed work schedule to include more than eight (8) hours each day, such as four (4) ten-hour workdays in one week, will still receive only eight (8) hours of holiday pay. With supervisor approval, the employee may make up the difference between their regular hours of work and the holiday pay for that day (two [2] hours in this example) through a flexible work schedule within the same work week [FSH 3460], or may use accrued compensatory time or annual leave, or take the time as unpaid.

D-4. Benefit-eligible employees [A-6.a.] who are employed at least half time but less than full-time, are entitled to receive holiday pay, pro-rated based on the average number of hours scheduled each week. The number of
hours scheduled on a routine basis (not the hours worked in the week in which the holiday falls) is divided by five (5) days. For example:

- 20 hours per week / 5 = 4 hours of holiday pay
- 25 hours per week / 5 = 5 hours of holiday pay
- 30 hours per week / 5 = 6 hours of holiday pay

D-5. The university embraces diversity and recognizes that our workforce is derived from many diverse cultures to include many different religious preferences. An individual may be absent from work to observe a religious holiday consistent with his or her own religious beliefs and practices when the day is not consistent with the university’s official holidays, provided advance notice is given. Pay for these absences are as follows:

a. Benefit-eligible employees may use their accrued compensatory time or annual leave to receive pay for an observed religious holiday that is not an official university holiday.

b. Employees who are not benefit-eligible, or who do not have compensatory or annual leave available, may observe the holiday without pay; or, with advance supervisory approval, employees may make up the hours in the same work week [FSH 3460].

D-6. Benefit-eligible employees are entitled to holiday pay while they are on other approved paid leave, or during any portion of paid or unpaid family medical leave.

E. PARENTING LEAVE. [add. 7-15]

E-1. Employees who meet FMLA eligibility requirements (see FSH 3710 M-3) are entitled to 16 12 weeks of job protected leave with continuation of group health insurance coverage within 12 months of the birth, adoption, or foster placement of a son or daughter. All Parenting Leave allowed under this Section E is considered Family Medical Leave.

Son or daughter means a biological, adopted, or foster child, a stepchild, a legal ward, or a child of a person standing in loco parentis, who is either under age 18, or age 18 or older and incapable of self-care because of a mental or physical disability at the time of the FMLA leave request.

E-2. If both parents are employees of the university each is entitled to take the same amount of parenting leave as allowed for a single employee.

E-3. Employees can choose to use a combination of accrued paid leave or unpaid leave. However, Employees must first use accrued sick leave (see FSH 3710 M-2) and any accrued annual leave or compensatory time they have in excess of 80 hours before going on leave without pay. The remainder of the job protected leave will be unpaid, unless the employee chooses to use a combination of accrued annual leave, or compensatory time

E-45. Employees are encouraged to familiarize themselves with FMLA guidelines before requesting or granting Parenting Leave. “Fact Sheets” that explain FMLA (numbers 28 through 28M) may be found on the United States Department of Labor Wage and Hour Division website. The Parenting Leave described in this section E. is intended to encompass the University’s obligation to provide Family Medical Leave under the federal Family Medical Leave Act for the birth or placement of a son or daughter for foster care or adoption as described in sub-sections M-1.a and M-1.b of this policy. Parenting Leave under this Section E. may exceed the requirements and benefits for the Family Medical Leave described under sub-sections M-1.a and M-1.b of this policy, but Parenting Leave must, at a minimum, comply with the requirements of the Family Medical Leave Act as set out in Section M of this policy.

E-65. Leave may not be used for both foster care and adoption consecutively if foster placement leads to that adoption of the son or daughter.

E-26. Alternate or reduced work schedules are addressed in FSH 3710 M-13 b.

E-87. See FSH 3710 R-1 for exceptions to University leave policies.
F. MILITARY LEAVE. [ren. 7-15]

F-1. Faculty and staff, regardless of whether or not they hold a fiscal-year or academic-year appointment are eligible for leave of up to fifteen (15) working days in a twelve (12) month period for active duty or military training. Leave for State of Idaho military duty or training is limited to fifteen (15) days within a calendar year. Employees who are in board-appointed positions [FSH 3080] are eligible for paid military leave. When called to active duty or training, the university will pay the difference between military pay received from the U.S. or State government, but cannot duplicate pay. This is accomplished by full pay during an approved military leave. The employee must provide documentation of military pay received during leave, within ninety (90) days of return from leave or upon earlier job separation. The employee is required to repay to the university any amount which exceeds their regular base pay for the same period. Unpaid military leave may be requested if the employee knows their military pay will exceed their university pay. Annual and sick leave credit towards length of service for retirement plan, and other vesting will continue to accrue during the fifteen (15) working days of military leave and eligibility for employee health benefits will continue whether military leave is requested with or without pay. An employee at their own option may instead request annual leave on the same basis as any other vacation or other time off and if approved, may use annual leave and retain full military pay. [APM 55.09 and 55.38] [ed. 7-10]

F-2. Any employee who is called to active duty and/or is required to serve more than fifteen (15) working days is eligible for up to five (5) years of military leave. Eligibility for employee health coverage will continue at a minimum through the first thirty (30) calendar days of service while on an approved military leave. The employee will be required to pay the employee share of the health care costs, as well as the costs for his/her dependents.

F-3. An employee may use annual leave and/or accrued compensatory time for military service and continue to receive pay and benefits before commencement of military leave.

F-4. Military leave beyond the first fifteen (15) working days is generally granted without pay and benefits. Health care coverage will end for the individual who is called to active duty after the first thirty (30) days of service. However, coverage for his/her dependents may continue for up to an additional six (6) months, provided that the employee has made arrangements with Benefit Services to pay the full cost of coverage, on at least a monthly basis. In this instance, any other coverage provided by U.S. military programs will be primary.

F-5. When on military leave or when his/her dependents are not eligible for coverage elsewhere, the employee or his/her dependents, individually or as a family, may be eligible to continue health care coverage through COBRA.

F-6. An employee may elect to continue group life insurance benefits in effect for the employee or his/her dependents on the date the employee is called to active duty for a maximum period of thirty (30) days. However, the employee must self-pay the full cost, based on rates and eligibility rules afforded to others who are actively at work. Benefits from these programs generally exclude losses resulting from participation in a military organization or from an act of war. An employee may also have the right to life insurance portability or conversion to an individual life insurance policy following termination of benefits in the group plan.

F-7. Upon reinstatement, the employee’s health plan will resume as if their employment had not been interrupted.

F-8. In accordance with state and federal law, an employee upon return will be reinstated to his/her former position or a comparable position without loss of seniority, status or pay rate provided the employee returns with an honorable discharge and within five (5) years from departure date from the university.

    a. In some situations, re-employment may not be possible, such as when there has been a significant change in circumstances, if re-employment would impose an undue hardship on the university or department, or if the person’s employment was temporary in nature, such as positions that are grant-funded for a specific duration and/or temporary help (TH) positions.
1. If the returning employee's skills need upgrading to meet the requirements for a prior or promoted position, the university will make reasonable efforts to refresh or update these skills unless such efforts would create undue hardship for the university.

2. When an employee with a service-related disability is not qualified to perform the essential functions of his/her job after the university has made reasonable efforts to accommodate the disability, the employee may be placed in another position of comparable pay, rank, and seniority.

b. Employees returning from military leave must provide the university with written timely notification of intent to return to their position. The university may require documentation that the person's application for reemployment is timely and that the person's discharge from uniformed services was under honorable conditions. University procedures will follow the applicable state and federal law, including but not limited to the Uniformed Services Employment & Reemployment Rights Act (USERRA), 38 U.S.C. 4301-4333, enforced by Department of Labor’s Veterans’ Employment & Training Services (VETS) (www.dol.gov/vets.)

F-9. Retirement benefit contributions are suspended while the employee is on unpaid military leave. Upon reinstatement after military leave, reenrollment in the retirement plan will be immediate.

a. Credited state service continues during military leave as though no break in employment has occurred.

b. The employee may elect to make up any employee contributions missed during an approved military leave. Such contributions must be paid into the plan within a period not to exceed three (3) times the length of the military leave, up to a maximum of five (5) years.

c. The university will contribute the regularly scheduled match contributions for any employee make-up payments made in connection with an approved military leave.

d. For purposes of determining eligibility for retiree health coverage, military leave will not count as a break in service provided that re-employment occurs within the parameters of this policy. Further, an employee will receive university service credit for purposes of determining eligibility under the Retiree Health Program [FSH 3730] during the fifteen (15) days of approved paid military leave; however, the employee will not receive service credit for purposes of determining eligibility under the Retiree Health Program [FSH 3730] for any unpaid military leave.

F-10. The university will not discharge an employee without cause, as that term is defined by federal USERRA regulations, who is reinstated under the provisions of the USERRA and has served thirty-one (31) to one hundred and eighty (180) days without cause for six (6) months following reinstatement. If the length of military service was more than one hundred and eighty (180) days, but less than five (5) years, the employee will not be discharged without cause for one (1) year following reinstatement.

E-11. This policy is intended to comply with applicable state and federal laws, including the Uniformed Services Employment and Reemployment Rights Act (USERRA) of 1994. To the extent that any provision of this policy is ambiguous and/or contradicts the Act or any other law, the applicable law or Act will prevail.

G. LEAVE FOR COURT REQUIRED SERVICE AND VOTING. [ren. 7-15]

G-1. Any employee who is summoned for jury duty or subpoenaed as a witness before a court of competent jurisdiction or as a witness in a proceeding before any federal or state administrative agency will be granted leave. Benefit-eligible employees will be granted leave with pay, except as provided below in F-2. Travel expenses in connection with this duty are not subject to reimbursement by the university. [RGPP II.15.a.2; APM 55.09] [ed. 7-10]

G-2. An employee must request annual leave or personal leave without pay for the following:

a. appearing as a party in a non-job-related proceeding involving the employee;
b. appearing as an expert witness when the employee is compensated for such appearance; or

c. appearing as a plaintiff or complainant, or as counsel for a plaintiff or complainant, in a proceeding in which the Board of Regents or any of its institutions, agencies, school or office is a defendant or respondent. [RGPP II.1.5.a.]

G-3. Polling places are typically open extended hours and absentee voting is widely available. However, employees who are unable to vote outside of scheduled hours will be allowed time off to vote. If available, an employee may use accrued annual leave, compensatory time or, if approved in advance, may be able to make up time lost to vote within the same work week [FSH 3460] through a flexible work schedule. Otherwise, time off will be approved, but unpaid.

H. LEAVE FOR CAMPAIGNING FOR OR SERVING IN PUBLIC OFFICE. [ren. 7-15]

H-1. The president approves requests for leaves of absence for the purpose of campaigning for or serving in public office [RGPP II.1.5.c.]. See FSH 6230 E for provisions concerning leave for campaigning and serving in public office.

H-2. It is the Board of Regent’s intent that state salary not be duplicated to an employee serving as a member of the Idaho Legislature. Any leave for serving as a member of the Idaho State Legislature will be unpaid when the Legislature is in session [RGPP II.1.5.c.2.]. Certain benefits may continue during the unpaid leave; however, the employee must pay the full cost of coverage.

I. ADMINISTRATIVE LEAVE. [ren. 7-15]

I-1. Administrative Leave is leave with pay and benefits. An employee will continue to receive pay and leave accruals in accordance with their regular rate and maintain eligibility for other benefit programs. (Terminal leave (J) and academic transitional leave (I) are not considered administrative leave.)

I-2. At the discretion of the president or his/her designee, an employee may be granted administrative leave when the state or the university will benefit as a result of such leave. [RGPP II.1.5.d; 3470 B] [ed. 7-10]

I-3. Examples of circumstances that may qualify an employee for administrative leave are volunteer fire fighters attending class off campus, official delegates to the annual general convention of Idaho Public Employees’ Association, and members of state or local committees, such as the Human Rights Commission, attending official meetings.

I-4. With the approval of the president or designee, an administrator may also use administrative leave to remove an employee from the workplace (for example during an investigation or to mediate an employee relations issue), if approved in advance by Human Resources. The President’s Office or Provost’s Office, as appropriate must be notified.

I-5. In all cases involving administrative leave with a duration that is more than one bi-week, an electronic personnel action form (EPAF) must be processed. When leave is less than one full bi-week, hours attributed to administrative leave shall be coded as “ADL” on the time/leave record and in the payroll system.

I-6. In the absence of a written agreement to the contrary, an employee on administrative leave must be available for recall to work during regular university business hours in the event that the employee’s services are required or he/she is otherwise requested to return to work.

I-7. Under certain circumstances, the university may require the use of accrued annual leave and/or compensatory time.

J. ACADEMIC TRANSITIONAL LEAVE. [ren. 7-15]
J. Academic transitional leave may apply when an academic administrator steps down from his/her administrative appointment and assumes a faculty appointment. The purpose of academic transitional leave is to prepare the employee for a new faculty appointment. Transition leave is not available in the event of transition from academic faculty to an administrative appointment. Academic transitional leave is granted at the discretion of the university, must be approved by the provost, and approved by the president or designee.

J-2. There is no accrual of annual leave during the period of academic transitional leave. All other benefits and leave accruals are provided on the same basis as afforded to similarly situated employees in a faculty job classification. Annual leave balances should be exhausted prior to a new academic faculty appointment. Leave balances that cannot be used will be carried forward. If not used, the balance of unused annual leave will be paid at the time of separation of all State of Idaho service. Carry forward of annual leave balances exceeding eighty (80) hours must be approved in advance by the AVP for Human Resources or designee.

K. TERMINAL LEAVE. [ren. 7-15]

K-1. Terminal leave is paid leave received by a terminating employee in lieu of wages at the employer’s discretion. An example of terminal leave is leave paid to an employee who is not completing the term of his/her contract at the request of the employer. Sick and annual leave is not accrued during the terminal leave period. Time toward length of service for retirement vesting and eligibility for university retiree health benefits [FSH 3730] will continue. The duration of terminal leave is determined at the discretion of the university.

K-2. During terminal leave, health benefits continue for an employee and his/her covered family members on the same basis as employees of the same classification who are actively at work. The employee’s share of all health care contributions, including employee and dependent medical/dental, supplemental life, and/or any other costs of coverage, will be withheld from the employee’s pay. Upon separation from employment, the employee and/or his/her covered family members, as a family or individually, may have rights to medical/dental coverage through COBRA.

K-3. The university may require the use of accrued annual leave and/or compensatory time during the terminal leave period or may pay out some or all accrued, but unused balances at the time of termination.

L. SHARED LEAVE. [ren. 7-15]

L-1. University employees who earn annual leave may donate annual leave hours to shared leave. Shared leave may be donated to a shared leave pool or to the benefit of a specific eligible recipient. See FSH 3710 L-5 below and APM 55.07 C-3 for conversion of donated leave to shared leave. [ed. 7-10, rev. 7-15]

L-2. Eligibility. Benefit eligible employees, including academic year faculty who do not accrue annual leave, are eligible to receive shared leave. [rev. 7-15]

a. Qualifying Events. If any benefit-eligible employee [A-6. a.] who has a health condition [L-2.a.1] or whose immediate family member [A-3] has such a condition and the employee is required to take time away from work, and has exhausted all leave, the employee may apply for shared leave when time away from work is a qualified absence as described below (L-2.a.1) but will not be compensated by paid leave or wage replacement programs such as disability and workers’ compensation benefits.

1. The health condition of the affected individual must be certified by a competent health care provider to be considered as acceptable evidence by the university, and qualify as a serious health condition as defined by family medical leave [M] to include a need resulting from human organ or bone marrow donation. This provision applies only to the acceptable medical conditions of family medical leave. An employee need not meet the service and other requirements of family medical leave to be considered as an absence eligible for shared leave.

2. An applicant for shared leave who has used his or her own annual leave for purposes other than attending to a medical condition that is known to create potential for an extraordinary need for leave
typically is not eligible for leave from the shared leave pool. Under extraordinary circumstances, such
an applicant may request an exception to receive shared leave from directed donations. [rev. 7-15]

3. Shared leave that is donated from the shared leave pool is intended for use by employees who intend
to return to work. An applicant who wishes to receive shared leave and otherwise meets the criteria of
the program and does not intend to return to work may apply for shared leave; however, shared leave
in this instance is available only from donations directed specifically to that one recipient. [rev. 7-15]

b. Prerequisites. An employee must have used all other available leave such as sick leave, annual leave, and
compensatory time to qualify as a recipient of shared leave.

c. Disability Income. To be eligible for shared leave for the employee’s own medical condition, employees must
first apply for wage replacement benefits that may be available through workers’ compensation or disability
coverage. Once such benefits begin eligibility for shared leave benefits end. However, an otherwise eligible
employee may use shared leave while satisfying the waiting period or after exceeding maximum disability
periods for income replacement programs.

L-3. Donating Shared Leave.

a. Employees who have an accrued annual leave balance may donate to shared leave regardless of their funding
salary source. Donations may be made to the shared leave pool and accessed by any eligible recipient or donated
directly to a specific shared leave recipient. [rev. 7-15]

b. Shared leave donations are restricted to direct donation when the donor’s annual leave balance is less than
forty (40) hours from the maximum leave accumulation limit. In this instance only, the amount of leave
actually used by the recipient will be deducted from the donor’s account before any balance is taken from
the shared leave pool. Donated leave not used by the recipient will be returned to the donor’s account or
forfeited if the maximum accrual has been reached. Donors can choose to designate any unused direct
donations to be added to the general shared leave pool. [ed. 7-11]

c. Leave donations made for a specific individual will be drawn from donors’ accounts based on a first-
received basis. The first donation request received by Benefit Services will be processed before a second
donation from other recipients or before hours are withdrawn from the shared leave pool. Donations will be
drawn from the donor’s annual leave account as the time is transferred and used by the recipient. No leave
donation in excess of the recipient’s shared leave needs will be taken, unless contributions to the shared
leave pool also have been authorized, except as noted above in section b., when donations to the shared
pool are restricted.

d. Leave donations may be made in any amount of not less than ½-hour (.50) increments.

e. Shared leave donations may not cause the donor’s annual leave balance to fall below forty (40) hours at the
time the donation is processed, unless the donor is terminating active employment from the University. Donors
should be aware that any shared leave not used by the intended recipient will be returned to the Shared
Leave Pool, not returned to the donor(s). [rev. 7-15]

L-4. Shared Leave Benefits.

a. Maximum Benefit. The maximum shared leave benefit is limited to four (4) working weeks of leave
within a rolling twelve (12) month period. Shared leave hours that are granted will be reflective of the
employee’s regular percentage of appointment.

b. Shared leave requests are reviewed and granted by the Director of Benefit Services or designee in
accordance with this policy. Applicants awarded shared leave will be notified in writing; if the request is
denied, the reason(s) for denial shall also be stated in writing. The requestor may appeal a denied request
for shared leave. Appeals must be made in writing to the AVP for Human Resources within thirty (30) days
from the date of denial and must reference the applicable sections of policy and reasons why there is
disagreement. The AVP for Human Resources will respond to appeals within thirty (30) days.

I-5. Funding and Conversion.

a. Donation Conversion. Hours of donated shared leave are multiplied by the hourly rate of the donor; that
amount is recorded as a deposit to the shared leave pool or the directed recipient’s account and subtracted as
hours from the donor’s annual leave balance.

b. Recipients Conversion. The recipient’s hours of shared leave need is multiplied by the recipient’s hourly rate
and subtracted from the shared leave pool.

Sick leave is a liability that is funded only through base salary. Funding for a full year of base salary is
provided for most positions. If an employee is absent without pay the department typically has received
funding for the duration of the employee’s full appointment and would achieve salary savings as a result.
The only exceptions would apply to those working from certain special funding sources or who hire a
temporary replacement during the period of unpaid leave. Consequently, the department of the employee
who will receive shared leave is responsible for funding the pay its employee will receive during leave
from shared leave donations.

c. Donors may donate annual leave regardless of their salary-funding source. The department or sponsored
research project gains the hours the employee would have taken for annual leave when their employee makes a
donation.

M. FAMILY MEDICAL LEAVE. [ren. 7-15]

M-1. Family medical leave may be requested by an eligible employee for the following reasons:

a. the birth of a son or daughter of the employee and/or in order to care for such son or daughter; [rev. 7-15]

b. the placement of a son or daughter with the employee for adoption or foster care; [rev. 7-15]

c. to care for an immediate family member as defined in [A-3] of this policy with a serious health condition as
defined in [M-5] of this policy;

d. because of the employee’s own serious health condition [M-5]; or

e. to serve as a human organ or bone marrow donor.

The entitlement to leave under subparagraphs (a) and (b) of this section M-1 for a birth or placement of a son
or daughter is encompassed in the Parenting Leave described in Section E, of this policy. All leave taken under
Section E. Parenting Leave shall be considered Family Medical Leave. [add. 7-15]

M-2. Family medical leave and/or servicemember family medical leave is leave without pay. However, when the
absence also qualifies for the use of sick leave, if available, sick leave must be used first in conjunction with family
medical leave before any period of unpaid absence. Once sick leave has been exhausted or when the type of absence
does not qualify for the use of sick leave, the entire absence or remainder of the approved family medical leave
will be unpaid. However, if an employee has more than 80 hours of accumulated annual leave or compensatory
time, they may use these hours first before going on leave without pay. Unless the employee may choose to
use any combination of compensatory time or, annual leave, or shared leave (if eligible) before going on
leave without pay to reduce their total balance to 80 hours. [rev. 2-08]

M-3. Eligibility. If the employee has been employed by the university for a minimum of twelve (12) months and has
worked at least 1250 hours during the previous twelve (12) month period prior to the requested leave, the employee is
eligible for family medical leave. This eligibility requirement does not apply to Parenting Leave (see section C-7-f of

Commented [TA14]: FAC: unnecessary, previous sentence is sufficient and language in E-4 covers this statement.

Commented [TA15]: Added to address Administration’s concern about employee’s hoarding leave and managing unfunded
risks such as leave payout.

Commented [TA16]: Reinserted prior language/current policy to address Provost’ request to focus on parenting leave at this
time and address expanding eligibility to all cases of FMLA upon hire at a later time.
M-4. Length of Leave. A maximum of up to twelve (12) weeks or a total of 480 hours of family medical leave may be granted to eligible full-time employees during a rolling twelve (12) month period. Eligible part-time employees may be granted up to twelve (12) working weeks of leave or a total number of hours consistent with their regular work schedule within a twelve (12) week period. (i.e. 20 hours per week x 12 weeks = 240 hours). The period is measured from the date the employee last used/exhausted family medical leave or became employed by the university to the date leave is to begin. Family medical leave may be taken on a continuous, intermittent, or reduced-hour basis. [rev. 7-15]

M-5. Definitions. [rev. 7-15]

a. “Serious health condition” is defined as an illness, injury, impairment or physical or mental condition that involves any period of incapacity or treatment connected with in-patient care (i.e. overnight stay) in a hospital, hospice, or residential medical-care facility, and any period of incapacity or subsequent treatment in connection with such in-patient care; continuing treatment by a health care provider, which includes any period of incapacity (i.e. inability to work, attend school, or perform other regular daily activities) due to a health condition (including treatment for or recovery from) lasting more than three (3) consecutive days; and any subsequent treatment or period of incapacity relating to the same condition, that also includes:

1. treatment two (2) or more times by or under the supervision of a health care provider; or one treatment by a health care provider with a continuing regimen of treatment; or
2. pregnancy or prenatal care. A visit to the health care provider is not necessary for each absence; or
3. chronic serious health condition, which continues over an extended period of time, requires periodic visits to a health care provider, and may involve occasional episodes of incapacity (e.g. asthma, diabetes). A visit to a health care provider is not necessary for each absence; or
4. permanent or long-term condition for which treatment may not be effective (e.g. Alzheimer's, a severe stroke, terminal cancer). Only supervision by a health care provider is required, rather than active treatment; or
5. absences to receive multiple treatments for restorative surgery or for a condition which would likely result in a period of incapacity of more than three days if not treated (e.g. chemotherapy or radiation treatments for cancer).

M-6. Health benefits continue during family medical leave on the same basis as for any similarly situated employee who is actively at work, regardless of whether the employee is using other forms of accrued leave or taking leave unpaid. The employee’s share of cost for health coverage is the amount that is typically payroll-deducted for the employee’s own coverage and/or coverage for his/her dependents. The employee is responsible for payment of these amounts during leave. Payroll deductions will be continued for any portion of the leave that is paid. During any portion of leave when no pay is received, the employee must make arrangements to self-pay these amounts. Retirement plan contributions, accruals for sick and annual leave and credit toward vesting are suspended during unpaid portions of family medical leave.

M-7. All qualified absences, including those due to a work-related injury, will be considered as family medical leave.

M-8. If there are reasonable circumstances to support that an employee’s absence qualifies as family medical leave, the university has the right to classify such absence as family medical leave.

M-9. When the need for family medical leave is foreseeable, an employee must request an application for family medical leave at least thirty (30) days in advance of the need for leave. Application assistance is available from Benefit Services. When events are not foreseeable, employees must provide as much notice as is possible. Application for family medical leave after a return from absence is not recommended; rights to preserved employment and benefits may be adversely affected. In any event, absent extraordinary circumstances, an employee may not claim an absence as a qualified family medical leave event unless done so within the first two (2) days of return from an absence.
M-10. When leave is taken for personal illness or to care for an immediate family member with a serious health condition, leave may be continuous or intermittent and may include a reduction in hours worked. For intermittent leave, the employee must provide certification from the health care provider caring for the employee and/or family member stating the leave must be taken intermittently. Employees needing intermittent leave must attempt to schedule their leave so as not to disrupt university operations. The university reserves the right to assign an employee to an alternative position with equivalent pay and benefits that better accommodates the employee’s intermittent or reduced leave schedule.

M-11. Employees on family medical leave are required to provide documentation to Benefit Services as requested, including intent to return to work. During leave, the university may require an employee to re-certify the medical condition that caused him/her to take leave. A return-to-work release from the health care provider is required before an employee absent due to his or her own serious health condition may return to work.

M-12. Family medical leave requests for medical treatment or care giving requires certification from the health care provider documenting medical necessity.

M-13. Family medical leave requests for parenting must be approved in advance and completed within twelve (12) months of the birth, adoption, or foster care placement of a child.

   a. Shared leave (if granted) may be used for the disability period related to childbirth. [rev. 7-15]

   b. Intermittent leave or reduced work schedule requests for parenting may not be granted, or may be cancelled by the university with thirty (30) days written notice, based on business needs of the university.

M-14. Family medical leave taken by two (2) university employees to care for a family member who has a serious health condition consists of a maximum twelve (12) weeks of leave for each employee. Family medical leave for parenting is addressed in FSH 3710 E. [rev. 7-15]

M-15. If the university obtains information from a credible source, such as the workers’ compensation authority, disability carrier, or a medical practitioner, that alters, changes, casts doubt, or fails to support continued leave or the leave application, the university has the right to:

   a. revoke leave;

   b. not grant leave;

   c. require new evidence to support the leave request;

   d. require the employee to return to work if the leave is not substantiated; and/or

   e. when appropriate under applicable employee discipline policies [FSH 3910, 3920, and 3930], take disciplinary action, up to and including dismissal.

M-16. Upon return from family medical leave, employees will be assigned to their same or similar position with equivalent pay and status with or without reasonable accommodation, as appropriate, in accordance with the Americans with Disabilities Act. Job reassignment must be coordinated with Employment Services and approved by the AVP for Human Resources or designee. The university has no obligation to restore employment to temporary hourly (TH) or other employees if the employment term or project is over and the university would not otherwise have continued employment.

M-17. Family medical leave is not intended for individuals who do not plan to return to work. An employee who applies for and is granted family medical leave and fails to return to work for at least thirty (30) days upon the expiration of their family medical leave period may be obligated to repay the costs of health coverage provided by the university during any portion of family medical leave. If the university is notified that the employee does not intend to return to work, the family medical leave period will terminate immediately and the
employee will be separated from employment on that date. Medical, dental and under some circumstances Health Care Spending Accounts may be continued through the Consolidated Omnibus Budget Reconciliation Act (COBRA). Options for life insurance portability or conversion may also be available. Job separation under these circumstances will result in a lump sum payment of annual leave and/or compensatory balances. In addition, the employee will no longer have a right to restoration to the same or equivalent position. The employee is responsible for contacting Employment Services to arrange for an exit interview.

N. SERVICEMEMBER FAMILY AND MEDICAL LEAVE. The federal Family and Medical Leave Act (FMLA) now entitles eligible employees to take leave for covered family member’s service in the Armed Forces (Servicemember Family and Medical Leave) in two instances. This section of the policy supplements the above family medical leave policy and provides general notice of employee rights to such leave. Except as stated below, an employee’s rights and obligations to servicemember family and medical leave are governed by the general family medical leave policy. [add. 2-08, ren. 7-15]

N-1. Definitions: The following definitions are applicable to this section of the policy.

a. “Eligible employee” is a spouse, son, daughter, parent, or for purposes of caring for a family member, the next of kin of a covered family member.
b. “Next of kin” is the nearest blood relative of a family member who is in the Armed Forces.
c. “Covered family member” means any family member who is a member of the Armed Forces, including a member of the National Guard or Reserves, regardless of where stationed and regardless of combative activities.

N-2. Leave Entitlement: Eligible employees are entitled to take servicemember family and medical leave for any one, or for a combination of the following reasons:

a. Any “qualifying exigency” (as defined by the Secretary of Labor) arising out of the fact that the spouse, or a son, daughter, or parent of the employee is on active duty or has been notified of an impending call or order to active duty in the Armed Forces in support of a “contingency operation,” and/or
b. To care for a covered family member who has incurred an injury or illness in the line of duty while on active duty in the Armed Forces, provided that such injury or illness may render the covered family member medically unfit to perform duties of the family member’s office, grade, rank or rating.

N-3. Duration of servicemember family and medical leave:

a. When leave is due to a qualifying exigency: an eligible employee may take up to 12 work weeks of leave during any 12-month period.
b. When leave is to care for a covered family member: an eligible employee may take up to 26 workweeks of leave during a single 12-month period to care for the covered family member. Leave to care for a covered family member, when combined with other qualifying family medical leave may not exceed 26 weeks in a single 12-month period.
c. Concurrent leave: servicemember family and medical leave runs concurrent with other leave entitlements provided under federal, state and local law.

O. PERSONAL LEAVE. [ren. 2-08, 7-15]

O-1. Any employee not covered by another university leave type within this policy may request a personal leave of absence.

O-2. Personal leave is leave without pay and without benefits. However, the supervisor may require the use of sick, annual or any other type of accrued leave if the absence qualifies and leave is available. Personal leave may be taken with pay and benefits when other paid leave such as annual leave is taken concurrently. In rare circumstances, leave may be approved without pay, with continued benefits, but only when approved as an exception and only when doing so meets the business needs of the university. Hiring units are responsible for funding the benefits under these circumstances. [APM 55.38] [ed. 7-10]
O-3. Reasons for requesting a personal leave may include, but are not limited to, religious, personal, and educational matters or for extension of any leave when all other leaves have been exhausted.

O-4. All requests for personal leave must be made to the supervisor in writing. A leave of three (3) working days or less can be approved by the supervisor and are recorded by the timekeeper on the employee’s time record as LWB. The president or his/her designee (i.e., provost) must approve a personal leave which exceeds three (3) working days. Personal leave is not guaranteed and is granted on a case-by-case basis, with the approval of the supervisor and the unit administrator, based on the business needs of the university.

O-5. The president or designee (i.e., provost) may grant personal leave without pay with or without benefits for a period of up to one (1) calendar year, with extensions not to exceed a total of three (3) successive calendar years [RGPP II.I.5.c.1]. Consideration is given to such requests on an individual basis in the light of the reason for which it is requested, whether it is leave with or without paid benefits and the effect that granting it will have on the employee’s unit or program.

O-6. When a personal leave of absence is granted, the university assures reinstatement of the individual to a position of similar status and pay, but only to the extent that such position continues to exist and would have continued to exist had no leave been taken. Return to work in the same job within the same department is not promised.

O-7. During personal leave without pay an employee is not eligible for holiday pay, the accrual of sick or annual leave, or the use of medical appointment leave, and may not be granted any other type of leave of absence such as family medical or military leave until the employee has first returned to work under active status and otherwise qualifies for such leave.

O-8. An employee who has received approval from the president or his/her designee for a personal leave without pay without paid benefits may continue to contribute toward and receive the benefits of the institution’s insurance and retirement programs, if the laws, rules, regulations, policies and procedures governing the administration of such insurance and retirement programs permit. [RGPP II.I.5.c.3.]. Employees should consult Benefits Services for more detailed information on how personal leave without pay will impact their benefits and their rights to continue coverage through COBRA and life insurance conversion or portability. [APM 55.09 and 55.38] [ed. 7-10]

O-9. Employees who are granted a personal leave of absence without pay are responsible for making arrangements with Benefit Services, before the leave begins, for the continuation or discontinuation of benefits. Also, they should call Benefit Services on their return to active status to make sure that any benefits that had been discontinued are reinstated or to adjust for changes that occurred while they were on leave. [APM 55.38] [ed. 7-10]

O-10. Personal leave is not intended as a vehicle to continue benefits for periods when employees are not working due to academic or seasonal work schedules or for a reduction in hours.

P. EXTENDED FAMILY MEDICAL LEAVE. [ren. 2-08, 7-15]

P-1. Extended family medical leave (EFML) extends job protection and health benefits beyond the expiration of family medical leave. EFML is intended for the following:

a. Individuals who plan to return to work and have a prognosis to support return to work with assumption of full duties and responsibilities of their position, with or without reasonable accommodation, within a total absence period of no more than twelve (12) consecutive months; or

b. Individuals who do not have an acceptable prognosis to return to work, but whose absence qualifies for the use of sick leave and who have an unused sick leave balance upon the expiration of family medical leave.

P-2. EFML and other options for an employee’s return to work following an approved family medical leave must be coordinated through Benefit Services, approved by the supervisor, and are granted at the discretion of the university, but are not guaranteed. EFML may not exceed nine (9) consecutive months. [ed. 2-08]
P-3. Acceptable medical certification and/or other documentation to support a prognosis for return to work must accompany all requests for EFML. If acceptable medical certification and/or other documentation are not provided, notice of contemplated job action to separate the employee from employment at the expiration of family medical leave may be served upon the employee if all sick leave has been exhausted.

P-4. If there is not a prognosis to return to work as defined above [O-1], notice of contemplated action for job separation will be issued. However, if the employee has a remaining sick leave balance and his/her condition qualifies for the use of sick leave, employment and EFML leave will be extended through the earlier of:

   a. the date in which all sick leave will be exhausted; or
   b. expiration of six (6) months of accumulated leave, measured from the date in which leave was first granted for the same condition.

All sick leave is forfeited upon separation from employment, except as provided in O-6, or as provided in (Idaho State Code 53-4001) rights to reinstate sick leave upon return to work for any State of Idaho agency. [ed. 2-08]

P-5. Sick and all other available paid leave must be used concurrently with and taken first before any period on unpaid leave during EFML. EFML is leave with benefits but without pay, unless accrued sick or annual leave or compensatory time is used.

P-6. An employee with a sick leave balance who separates from employment upon the expiration of EFML and qualifies as a disabled retiree, or as a retiree eligible for any tier of university retiree medical coverage that requires retiree cost sharing, may convert a predetermined amount of the unused sick leave to pay for the retiree’s share of the cost for their own university medical coverage. [FSH 3730]

P-7. Health benefits will continue during an approved EFML in the same manner afforded to any employee of the same classification who is actively at work.

   a. The employee must make arrangements to self-pay his/her share of employee and dependent benefit costs during any portion of EFML that is unpaid.
   b. Sick leave, annual leave, holiday pay and credited service hours toward vesting of annual leave accruals and retirement are not continued during any portion of leave that is unpaid.
   c. Short and/or long-term disability wage replacement payments and/or actively at work provisions for death and other benefits provisions within PERSI and similar contracts refers to an employee being actively at work (employed and not on leave) on the date in which the disability has first begun. An employee whose condition began before taking a leave of absence and who has qualified or met the conditions in accordance with provisions set by the carrier will continue to receive benefits and/or remain eligible for such benefits during Extended Family Medical Leave, and/or upon separation from employment if unable to return to work. [Refer to Disability and Retirement Plan Handbooks www.hr.uidaho.edu/benefits]

P-8. Employees who have been granted EFML are required to provide documentation to support progressive medical improvement. Medical certification and other documentation may include temporary restrictions of duties and/or periods of part-time work. However, restrictions of job duties and/or part-time work restrictions must be approved by Human Resources and the hiring authority, and must intend and attempt to phase an employee back to work to a level of full assumption of job duties, with or without reasonable accommodation.

P-9. During EFML, the university may require reasonable periodic re-certification and updates regarding the employee’s medical condition, prognosis for improvement, and fitness for duty. A release to return-to-work from the health care provider is required before an employee may return to work. The university, at its own expense, may require medical pre-screening for return to work in a position that includes pre-employment
medical pre-screening to ensure the safety and fitness for prescribed job duties before an employee is allowed to
return to work with or without restriction of job duty.

P-10. When an employee’s own medical condition or restriction is expected to be chronic, or when the
condition fails to progressively improve, notice of contemplated action and job separation or accommodation of
disability under ADA should be explored.

P-11. If at the expiration of the EFML period the employee is still unable to perform the essential duties of
his/her position with or without reasonable accommodation, the university has the right to separate any
employee from employment and/or to end EFML and begin job separation when the medical prognosis ceases
to support a return to work within EFML limits. [FSH 3910, 3920 and 3930]

Q. LEAVE FOR PROFESSIONAL IMPROVEMENT. [ren. 2-08, 7-15]

Q-1. Leave for professional improvement is paid leave with benefits for the purpose of participating in
professional development programs or experiences for an extended period of more than two (2) weeks to attain
or enhance a skill set that will result in a mutual benefit to the both the university and the employee.

Q-2. Members of the faculty who hold the rank of instructor or above, exempt employees, and classified staff are
encouraged to participate in programs of professional improvement. (Tenured faculty may also be eligible for
sabbatical leave and should refer to FSH 3720.) Generally, on the recommendation of an applicant’s administrative
supervisor, and with the approval of the dean/director and the provost/vice president, professional improvement leave
may be granted under the following conditions (individual departments may have additional requirements and
restrictions):

a. To participate in this plan, the faculty or staff member must have completed four (4) years of service before
the time the leave is to begin.

b. Generally, at least two (2) years of service must intervene between a sabbatical leave and a leave for
professional improvement or at least five (5) years of service must intervene between a leave for
professional improvement and a subsequent request for the same type of leave.

Q-3. The employee requests professional improvement leave with pay by submitting a letter of application to the
supervisor at least three (3) months before the leave is to begin. The letter should address the professional
development to be derived from the leave, what activities (i.e. research, writing, experience, etc.) will be involved to
achieve the professional goals, the duration of the leave, the level of support requested, and the source of funds, if
known.

Q-4. Persons granted leave under this policy are expected either to return to the active service of the university for at
least one academic or other full work year after completion of the leave, or are required to repay the money received
from the university for the period of professional improvement leave granted.

Q-5. The employee must submit a report to the supervisor, the dean/director, and the provost/president regarding his
or her developmental experience upon return to active work status.

Q-6. The employee may request approval to use accrued annual leave and to have an equal amount of administrative
leave with pay granted to permit his or her participation in a program of professional improvement.

R. EXCEPTIONS. [ren. 2-08, 7-15]

R-1. Exceptions to these policies may be considered to the extent that such an exception is not contrary to state
and federal laws, the Board of Regent policies and procedures, and are considered in the best interest of the
university. The respective unit administrator, the AVP for Human Resources or designee, and the president or
designee as required, can grant exceptions. A request for exception must be submitted and approved by the
supervisor and forwarded to the AVP for Human Resources for further consideration of all approvals.