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

[3/09]

Faculty/Staff Handbook [FSH] □ Addition X Revision* □ Deletion* □ Emergency
Minor Amendment □
Chapter & Title: Leave Policies for All Employees 3710

All policies must be reviewed, approved and returned by a policy sponsor, with a cover sheet attached to apm@uidaho.edu or fsh@uidaho.edu respectively.
*Note: If revision/deletion request original document from apm@uidaho.edu or fsh@uidaho.edu, all changes must be made using “track changes.”

Originator(s): Don Crowley, Faculty Secretary 7/7/15
(See Faculty Staff Handbook 1460 C)
Telephone & Email: 885-6151 crowley@uidaho.edu

Policy Sponsor: (If different than originator.) Senate Leadership/Faculty Affairs 1/22/16
Telephone & Email:

Reviewed by General Counsel Yes No Name & Date: Kent Nelson reviewing with Cabinet 1/6/16;
Compromise-substituted with Admin. Version on 4/19/16

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

Clarifications/edits necessary to address changes presented at UFM 5/5/15 and presidential action on same. Main points to address include:
• Allow employees to use accrued sick leave for items listed in C. Sick Leave and ensure it is clear childbirth, parenting/bonding are reasons for sick leave use.
• Parental leave will be available to one parent (if both parents are UI employees) 180 days following hire.
• Clarify current policy that states for FMLA an employee must first use all sick leave before going on LWOP; but, they may choose whether to use other accrued paid leave (if they have any - reduce to 80 hours) or choose unpaid (LWOP) w/benefits for the 12 weeks.

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

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

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

If not a minor amendment forward to: __________________________________________
Track # ____________
Date Rec.: ____________
Posted: t-sheet ____________ h/c ____________ web ____________
Register: ____________
(Faculty Staff Handbook)