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

Facility/Staff Handbook [FSH] □ Addition Revision* □ Deletion* □ Emergency
Minor Amendment XX
Chapter & Title: FSH 3710 Leave Policies for all Employees

Minor Amendment □
Chapter & Title: ________________________________

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): Brandi Terwilliger September 13, 2016
(Please see FSH 1460 C)

Telephone & Email: 885-3008 brandit@uidaho.edu

Policy Sponsor: (If different than originator.) Wes Matthews September 13, 2016

Telephone & Email: 885-3478 wmatthews@uidaho.edu

Reviewed by General Counsel X Yes ___ No Name & Date: Debra Ellers; August 2016

I. Policy/Procedure Statement: Briefly explain the purpose/reason of proposed addition, revision, and/or deletion to the Faculty/Staff Handbook or the Administrative Procedures Manual.
Slight revisions to clarify intent of changes from 2015 and 2016 as well as minor clerical changes and contradictions within.

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

None

III. Related Policies/Procedures: Describe other policies or procedures existing that are related or similar to this proposed change.
These changes should have no impact on APM 55.07 and APM 55.09

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.

ASAP

If not a minor amendment forward to: ________________________________

Policy Coordinator
Appr. & Date: [Office Use Only]

APM
F&A Appr.: ________ [Office Use Only]

FSH
Appr. ____________
FC ____________
GFM ____________
Pres./Prov. ____________
Track # ____________
Date Rec.: ____________
Posted: t-sheet ____________
h/c ____________
web ____________
Register: ____________ (Office Use Only)