



## UTAH VALLEY UNIVERSITY Policies and Procedures

|  |  |                                    |
|--|--|------------------------------------|
| <b>Proposed Policy Number and Title:</b> 360 Family Medical Leave Act (FMLA) |  |                                    |
| Existing Policy Number and Title: 360 Family Medical Leave Act (FMLA)        |  |                                    |
| <b>Approval Process*</b>   |  |                                    |
| <input checked="" type="checkbox"/> Regular                                  | <input type="checkbox"/> Temporary Emergency | <input type="checkbox"/> Expedited |
| <input type="checkbox"/> New   | <input type="checkbox"/> New                 | <input type="checkbox"/> New       |
| <input type="checkbox"/> Revision  | <input type="checkbox"/> Revision            | <input type="checkbox"/> Revision  |
| <input checked="" type="checkbox"/> Deletion                                 | <input type="checkbox"/> Suspension          |                                    |
|  | Anticipated Expiration Date:                 |                                    |
| *See UVU Policy 101 <i>Policy Governing Policies</i> for process details.    |  |                                    |

|  |
|--|
| <b>Draft Number and Date:</b> June 10, 2021, Stage 4 Draft, Deletion                                 |
| <b>President's Council Sponsor:</b> Linda Makin <span style="float: right;"><b>Ext.</b> _____</span> |
| <b>Policy Steward:</b> Judy Martindale <span style="float: right;"><b>Ext.</b> _____</span>          |

| POLICY APPROVAL PROCESS DATES   |  |
|---|--|
| <p><b>Policy Drafting and Revision</b><br/>Entrance Date: <u>April 2017</u></p> <p><b>University Entities Review</b><br/>Entrance Date: <u>02/25/2021</u><br/>Close Feedback: <u>04/25/2021</u></p> <p><b>University Community Review</b><br/>Entrance Date: <u>5/27/2021</u><br/>Open Feedback: <u>5/27/2021</u><br/>Close Feedback: <u>6/4/2021</u></p> <p><b>Board of Trustees Review</b><br/>Entrance Date: <u>6/10/2021</u><br/>Approval Date: _____</p> | <p style="text-align: center;"><b>POST APPROVAL PROCESS</b></p> <p>Verify:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Policy Number</li> <li><input type="checkbox"/> Section</li> <li><input type="checkbox"/> Title</li> <li><input type="checkbox"/> BOT approval</li> <li><input type="checkbox"/> Approval date</li> <li><input type="checkbox"/> Effective date</li> <li><input type="checkbox"/> Proper format of Policy Manual posting</li> <li><input type="checkbox"/> TOPS Pipeline and Archives update</li> </ul> <p><b>Policy Office personnel who verified and posted this policy to the University Policy Manual</b></p> <p><b>Name:</b> _____</p> <p><b>Date posted and verified:</b> _____</p> |



# UTAH VALLEY UNIVERSITY

## Policies and Procedures

|                           |   |                       |                  |
|---------------------------|---|-----------------------|------------------|
| <b>POLICY TITLE</b>       | <b>Family Medical Leave Act (FMLA)</b>                                | <b>Policy Number</b>  | 360              |
| <b>Section</b>            | Human Resources   | <b>Approval Date</b>  | December 8, 2011 |
| <b>Subsection</b>         | Compensation and Benefits   | <b>Effective Date</b> | December 8, 2011 |
| <b>Responsible Office</b> | Office of the Vice President of Planning, Budget, and Human Resources |                       |                  |

### 1.0 PURPOSE

1 **1.1** The University affirms its compliance with the Family and Medical Leave Act of 1993  
 2 (FMLA) and all subsequent amendments.

### 2.0 REFERENCES

3 **2.1** 29 CFR Part 825, *The Family and Medical Leave Act of 1993* as amended by Section 585 of  
 4 the *National Defense Authorization Act for FY 2008*, Public Law 110-181

5 **2.2** United States Code, Title 10, Section 101(a)(13)

6 **2.3** Policy 361 *Leave of Absence*

### 3.0 DEFINITIONS

7 **3.1**

### 4.0 POLICY

8 **4.1** In accordance with federal law, the University provides eligible employees leave pursuant to  
 9 the provisions under the Family and Medical Leave Act of 1993 and all subsequent amendments.

10 **4.2** Human Resources is responsible for maintaining the University's compliance with FMLA  
 11 and for providing information about FMLA to university employees.

### 5.0 PROCEDURES

12 **5.1** For family and medical leave eligibility requirements, leave entitlements, employee and  
 13 institutional responsibilities, and leave usage, contact Human Resources or the University's web  
 14 site.



# UTAH VALLEY UNIVERSITY

## Policies and Procedures

| <b>POLICY HISTORY</b>      |                     |                           |
|----------------------------|---------------------|---------------------------|
| <b>Date of Last Action</b> | <b>Action Taken</b> | <b>Authorizing Entity</b> |
|                            |                     |                           |
|                            |                     |                           |



**UTAH VALLEY UNIVERSITY**  
Policies and Procedures



**POLICY APPROVAL PROCESS - STAGE 2**  
**SUMMARY OF COMMENTS**

|   |                                      |
|---|--------------------------------------|
| <b>Policy Title:</b> Family Medical Leave Act (FMLA) (Deletion) | <b>Policy Number:</b> 360            |
| <b>Sponsor:</b> Linda Makin                                     | <b>Steward:</b> Judy Martindale      |
| <b>Presentation to:</b> Faculty Senate                          | <b>Date Presented:</b> 28 April 2021 |

NOTE: Indicate with X whether the comment is editorial (grammar, punctuation, sentence structure, etc.) or is a substance comment (content, procedure, etc.).

| CAMPUS ENTITY  | POLICY SECTION | Editorial Comment? | Substance Comment? | CONCERN   | SPONSOR/STEWARD RESPONSE |
|----------------|----------------|--------------------|--------------------|---|--------------------------|
| Faculty Senate | Overall        |                    | X                  | The faculty senate supports the deletion of this policy without comment.<br><br>Vote Results: Support - 25 Do Not Support - 4 Abstain - 2 |                          |



**UTAH VALLEY UNIVERSITY**  
Policies and Procedures

|   |                                      |
|---|--------------------------------------|
| <b>Policy Title:</b> Family Medical Leave Act (FMLA) (Deletion) | <b>Policy Number:</b> 360            |
| <b>Sponsor:</b> Linda Makin                                     | <b>Steward:</b> Judy Martindale      |
| <b>Presentation to:</b> AAC                                     | <b>Date Presented:</b> 13 April 2021 |

10  
11

NOTE: Indicate with X whether the comment is editorial (grammar, punctuation, sentence structure, etc.) or is a substance comment (content, procedure, etc.).

| CAMPUS ENTITY | POLICY SECTION | Editorial Comment? | Substance Comment? | CONCERN    | SPONSOR/STEWARD RESPONSE |
|---------------|----------------|--------------------|--------------------|------------|--------------------------|
| AAC           |                |                    |                    | NO COMMENT |                          |

12  
13



**UTAH VALLEY UNIVERSITY**  
Policies and Procedures

|   |                                      |
|---|--------------------------------------|
| <b>Policy Title:</b> Family Medical Leave Act (FMLA) (Deletion) | <b>Policy Number:</b> 360            |
| <b>Sponsor:</b> Linda Makin                                     | <b>Steward:</b> Judy Martindale      |
| <b>Presentation to:</b> PACE                                    | <b>Date Presented:</b> 16 March 2021 |

14  
15

NOTE: Indicate with X whether the comment is editorial (grammar, punctuation, sentence structure, etc.) or is a substance comment (content, procedure, etc.).

| <b>CAMPUS ENTITY</b> | <b>POLICY SECTION</b> | <b>Editorial Comment?</b> | <b>Substance Comment?</b> | <b>CONCERN</b> | <b>SPONSOR/STEWARD RESPONSE</b> |
|----------------------|-----------------------|---------------------------|---------------------------|----------------|---------------------------------|
| PACE                 |                       |                           |                           | NO COMMENT     |                                 |

16  
17



**UTAH VALLEY UNIVERSITY**  
Policies and Procedures

|   |                                 |
|---|---------------------------------|
| <b>Policy Title:</b> Family Medical Leave Act (FMLA) (Deletion) | <b>Policy Number:</b> 360       |
| <b>Sponsor:</b> Linda Makin                                     | <b>Steward:</b> Judy Martindale |
| <b>Presentation to:</b> UVUSA                                   | <b>Date Presented:</b>          |

18  
19

NOTE: Indicate with X whether the comment is editorial (grammar, punctuation, sentence structure, etc.) or is a substance comment (content, procedure, etc.).

| <b>CAMPUS ENTITY</b> | <b>POLICY SECTION</b> | <b>Editorial Comment?</b> | <b>Substance Comment?</b> | <b>CONCERN</b> | <b>SPONSOR/STEWARD RESPONSE</b> |
|----------------------|-----------------------|---------------------------|---------------------------|----------------|---------------------------------|
| UVUSA                |                       |                           |                           | NO COMMENT     |                                 |

20  
21