





## UTAH VALLEY UNIVERSITY Policies and Procedures

<b>POLICY TITLE</b>	Employee Leave	<b>Policy Number</b>	361
<b>Section</b>	People and Culture	<b>Approval Date</b>	
<b>Subsection</b>	Compensation and Benefits	<b>Effective Date</b>	
<b>Responsible Office</b>	Office of the Vice President of People and Culture	<b>Last Review</b>	

### 1.0 PURPOSE

1 **1.1** An important component of Utah Valley University’s compensation program for full-time  
 2 employees is the provision of leave (paid and unpaid) to support employees’ wellness and  
 3 work/life balance.

### 2.0 REFERENCES

- 4 **2.1** *Family and Medical Leave Act of 1993 (FMLA)*
- 5 **2.2** *Uniformed Services Employment and Reemployment Rights Act (USERRA)*
- 6 **2.3** *Bereavement Leave for Miscarriage and Stillbirth, Utah Code § 53B-1-116*
- 7 **2.4** Utah Board of Higher Education Policy R821 *Employee Benefits*
- 8 **2.5** UVU Policy 162 *Title IX Sexual Harassment*
- 9 **2.6** UVU Policy 165 *Discrimination and Harassment*
- 10 **2.7** UVU Policy 325 *FLSA Compliance: Exempt/Nonexempt Classification, Wages, and Work*  
 11 *Hours*
- 12 **2.8** UVU Policy 371 *Performance Management and Development for Full-Time Staff Employees*
- 13 **2.9** UVU Policy 601 *Classroom Instruction and Management*
- 14 **2.10** UVU Policy 640 *Faculty Sabbatical Leave*

### 3.0 DEFINITIONS

15 **3.1 Child:** A biological child, adopted or foster child, stepchild, legal ward, or a child of a person  
 16 standing in loco parentis, as defined in the related federal regulation.



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- 17 **3.2 Extended family member:** An employee’s aunt, uncle, niece, nephew, or cousin.
- 18 **3.3 Full-time employee:** An employee hired into a position in which the University has a  
19 reasonable belief that the employee will work at least 130 hours per month (30 hours per week)  
20 in a 12-month measurement period. A full-time employee is eligible for benefits, including  
21 medical insurance.
- 22 **3.2.1 Full-time exempt employee:** A classification of employees who meet the applicable FLSA  
23 salary level, salary basis, and duties test of one or more of the executive, administrative,  
24 academic administrative, or professional exemptions, or an employee performing non-manual  
25 work and paid a total annual compensation that meets the highly compensated employee  
26 exemption.
- 27 **3.2.2 Full-time nonexempt employee:** A classification of employees who are paid either by a  
28 wage rate or by a salary that is based on a per hour wage rate who primarily perform work that is  
29 subject to the overtime provisions of the FLSA and who receive time and a half for hours worked  
30 beyond 40 hours a week.
- 31 **3.4 Immediate family:** Employee’s grandparent, parent, sibling, half-sibling, spouse, child, or  
32 grandchild; in-law, foster or step relatives in the relationships listed; relatives of the employee’s  
33 spouse in the relationships listed; and next of kin.
- 34 **3.5 Miscarriage/Stillbirth:** Loss of a pregnancy as defined by medical documentation.
- 35 **3.6 Serious health condition:** An illness, injury, impairment, or physical or mental condition as  
36 defined in the *Family and Medical Leave Act*.
- 37 **3.7 Service:** Performance of duty on a voluntary or involuntary basis in a uniformed service,  
38 including active duty, inactive duty, and full-time National Guard duty.

### 4.0 POLICY

- 39 **4.1 Scope of Policy**
- 40 **4.1.1** This policy applies to full-time exempt and nonexempt employees including executives,  
41 faculty, and staff.



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### 42 **4.2 Policy Statement**

43 **4.2.1** Utah Valley University provides employees the following health-related leaves of absence  
44 with or without pay and benefits:

45 **4.2.1.1** *Family and Medical Leave Act (FMLA)* (Section 5.3);

46 **4.2.1.2** Sick leave (Section 5.11).

47 **4.2.2** Utah Valley University provides employees the following non-health-related leaves of  
48 absence with or without pay and benefits:

49 **4.2.2.1** Administrative leave (Section 5.1);

50 **4.2.2.2** Community service leave (Section 5.2);

51 **4.2.2.3** Bereavement leave (Section 5.4);

52 **4.2.2.4** Jury and witness leave (Section 5.5);

53 **4.2.2.5** Leave without pay (Section 5.6);

54 **4.2.2.6** Military leave (Section 5.7);

55 **4.2.2.7** Parental leave (Section 5.8);

56 **4.2.2.8** Personal leave (Section 5.9);

57 **4.2.2.9** Sabbatical leave (Section 5.10 and UVU Policy 640 *Faculty Sabbatical Leave*); and

58 **4.2.2.10** Vacation leave (Section 5.12).

59 **4.2.3** Employees are expected to request and receive prior authorization for leave from their  
60 immediate supervisor or, in certain cases, the appropriate leave administrator. To minimize  
61 disruption, employees shall notify their immediate supervisor before their scheduled work time  
62 of an unexpected absence.

63

64 **4.2.4** Authorization of paid leave is subject to a reasonable assumption and expectation that the  
65 employee granted leave will return to active work upon conclusion of the approved paid leave.

66 **4.2.5** People and Culture maintains official leave records in UVU's time management system.

67 Employees must submit all leave requests through UVU's time management system, rounded to  
68 the nearest ¼ hour.



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69 **4.2.6** Employees are responsible for submitting leave requests in a timely manner and in  
70 accordance with this policy. Supervisors are responsible for reviewing and approving or denying  
71 leave requests in a timely manner and in accordance with this policy.

### 72 **4.3 Relationship with Other Policies**

73 **4.3.1** Utah Valley University has separate policies that govern the administration of the  
74 following forms of leave:

75 **4.3.1.1** UVU Policy 365 *Consulting Leave* and

76 **4.3.1.2** UVU Policy 640 *Faculty Sabbatical Leave*.

77 **4.3.2** This policy does not apply to administrative suspensions, with or without pay and benefits,  
78 implemented in accordance with UVU Policy 162 *Title IX Sexual Harassment*; UVU Policy 165  
79 *Discrimination and Harassment*; UVU Policy 371 *Performance Management and Development*  
80 *for Full-Time Staff Employees*; or UVU Policy 648 *Faculty Personnel Reduction*.

## 5.0 PROCEDURES

### 81 **5.1 Professional Development Administrative Leave (Leave with Pay)**

82 **5.1.1** Full-time executive and exempt staff employees who wish to pursue full-time programs of  
83 study, training, or experience related to their position at the University may be granted  
84 professional development administrative leave for a maximum of 12 consecutive calendar  
85 months. Professional development administrative leave is not considered a reward for  
86 outstanding service but is a part of a professional development plan designed to improve the  
87 employee's service to the University. The granting of professional development administrative  
88 leave is made upon recommendation of the President with approval of the Board of Trustees.

89 **5.1.2** By accepting professional development administrative leave, the employee certifies their  
90 agreement to return to the University and complete at least one full year of service following the  
91 conclusion of the approved leave period. Employees who fail to complete one year of university  
92 service following the conclusion of the professional development administrative leave are  
93 required to repay the University the value of the professional development administrative leave  
94 pay received during the leave period.

### 95 **5.1.3 Eligibility for Professional Development Administrative Leave**

96 **5.1.3.1** Full-time executive and exempt staff employees are eligible to apply for professional  
97 development administrative leave after three full years of continuous full-time service at the  
98 University, provided no other administrative or sabbatical leave with pay or partial pay has been  
99 taken during this three-year period.



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### 100 **5.1.4 Application for Professional Development Administrative Leave**

101 **5.1.4.1** Employees requesting professional development administrative leave must file an  
102 application at least three calendar months prior to the requested beginning date of the leave. The  
103 application shall contain a statement of the applicant's educational, training, or experience plan;  
104 the reason for requesting the leave; the benefit of the leave to the University; the period of leave  
105 time requested; and other information or data to justify the requested professional development  
106 administrative leave. Contact the Office of People and Culture to begin the application process.

107 **5.1.4.2** The request must be supported by the employee's direct supervisor, second-level  
108 supervisor, and appropriate vice president or Provost for submission to the President. The  
109 President will consider the professional development administrative leave application and, if  
110 supportive, will present the request to the Board of Trustees for their review and action.

111 **5.1.4.3** Professional development administrative leave requests are subject to availability of  
112 funds and anticipated impact on department, programs, services, and processes.

### 113 **5.1.5 Pay During Professional Development Administrative Leave**

114 **5.1.5.1** Pay for employees on approved professional development administrative leave is  
115 calculated on the annual base salary for the period during which the leave takes place as follows:  
116

- 117 1) Three consecutive years of service—30 percent of base salary
- 118 2) Four consecutive years of service—40 percent of base salary
- 119 3) Five consecutive years of service—50 percent of base salary
- 120 4) Six or more consecutive years of service—60 percent of base salary

121 **5.1.5.2** Employees on approved professional development administrative leave may utilize  
122 accrued vacation leave in combination with professional development administrative leave to  
123 receive pay up to 100 percent of their annual base salary during the professional development  
124 administrative leave.

### 125 **5.1.6 Employment Status While on Professional Development Administrative Leave**

126 **5.1.6.1** While on professional development administrative leave, executives and exempt staff  
127 employees may be eligible for all general salary adjustments for which they would otherwise  
128 qualify.

129 **5.1.6.2** Employees on professional development administrative leave retain UVU benefits in  
130 accordance with UVU benefits plans and policies.



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131 **5.1.6.3** While on professional development administrative leave, an employee may not accept or  
132 perform any compensated additional assignments for UVU.

### 133 **5.2 Community Service Leave (Leave with Pay)**

134 **5.2.1** Each calendar year, full-time executive and exempt/nonexempt staff and faculty employees  
135 are allowed the equivalent of one working day (eight hours for staff and seven hours for faculty)  
136 of community service leave with pay to perform voluntary, uncompensated community service.  
137 This voluntary community service may be performed on an individual basis or with a group.

138 **5.2.2** Employees must request and receive prior approval from their supervisor for community  
139 service leave. Such community service leave for faculty must not alter or interfere with course  
140 schedules, content, or delivery, in accordance with UVU Policy 601.

### 141 **5.3 Family and Medical Leave Act (FMLA)**

142 **5.3.1** In accordance with federal law, the University provides leave for eligible employees  
143 pursuant to the provisions under the *Family and Medical Leave Act of 1993* and all subsequent  
144 amendments.

145 **5.3.2** People and Culture is responsible for providing information about FMLA to university  
146 employees and administering UVU's FMLA program in compliance with the law.

147 **5.3.3** Employees shall contact People and Culture for information on eligibility requirements,  
148 leave entitlements and protections, employee and institutional rights and responsibilities, and  
149 leave usage.

150 **5.3.4** Supervisors are responsible to report, as soon as possible, to People and Culture any  
151 employee request for sick leave due to illness or injury requiring more than three (3) consecutive  
152 full-calendar days for substantiation of illness or injury and consideration of FMLA  
153 requirements.

154 **5.3.5** If an employee is on sick leave for a period of more than three (3) consecutive full-calendar  
155 days or for a reason that qualifies as a serious health condition, such leave may be designated as  
156 *Family and Medical Leave Act (FMLA)* leave in accordance with the FMLA.

157  
158 **5.3.5.1** People and Culture will notify the employee in writing that such leave is being  
159 designated as FMLA leave. People and Culture will make this written notification within five  
160 business days of becoming aware that such sick leave may also qualify as FMLA leave.

161  
162 **5.3.5.1.1** All conditions of FMLA leave, including certification and notice of intent to return to  
163 work, may apply to such leave.

164



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165 **5.3.5.1.2** Under certain circumstances, the University may retroactively designate sick leave as  
166 FMLA leave.

167  
168 **5.3.5.1.3** Leave under the FMLA is not an additional leave; rather, it is provided concurrently  
169 with sick leave.

### 170 **5.4 Bereavement Leave (Leave with Pay)**

171 **5.4.1** Full-time employees are granted up to 10 working days for bereavement leave in the case  
172 of the death of an immediate family member (as defined in 3.4) or in the case of miscarriage or  
173 stillbirth (see section 3.5) as provided under section 5.4.3. inform and submit leave in the time  
174 management system

175 **5.4.2** Full-time employees' bereavement leave in the case of the death of an extended family  
176 member is granted up to five working days. Employees may request bereavement leave  
177 immediately following a miscarriage or stillbirth if

178  
179 **5.4.2.1** the employee, or the employee's spouse or partner, and is the biological parent  
180 experienced miscarriage or stillbirth;

181  
182 **5.4.2.2** the employee's former spouse or partner experienced the miscarriage or stillbirth and the  
183 employee would have been the biological parent of a child born from the pregnancy;

184  
185 **5.4.2.3** the employee provides documentation to the Office of People and Culture to show that  
186 the individual who experienced the miscarriage or stillbirth intended the employee to be the  
187 adoptive parent of a child born from the pregnancy; or

188  
189 **5.4.2.4** the employee would have been an intended parent of the child born of the pregnancy  
190 under a valid gestational agreement or adoption.

191  
192 **5.4.3** An employee may not combine bereavement leave with parental leave in the event of a  
193 stillbirth. However, an employee may combine bereavement leave with other paid time-off  
194 options if they have an available balance with approval from their immediate supervisor.

195 **5.4.4** Bereavement leave may be granted by an immediate supervisor to full-time employees  
196 (typically one day or less) to attend the funeral or memorial service for a university colleague.  
197 The granting of such leave is subject to the operational needs of the department as determined by  
198 the immediate supervisor.

199 **5.4.5** For all bereavement leave requests, an employee must inform their supervisor at the earliest  
200 possible time and submit leave in the time management system. The University reserves the right  
201 to require appropriate documentation for absences related to bereavement leave.

### 202 **5.5 Jury and Witness Leave (Leave with Pay)**



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203 **5.5.1** Jury and witness leave with pay may be granted to full-time employees for the period  
204 during which the employee is absent from work in compliance with an official requirement to  
205 appear for jury service or a subpoena to appear as a witness at a trial, deposition, or other official  
206 proceeding. Employees must notify their immediate supervisor prior to the leave.

207 **5.5.2** Leave time for jury and witness service covers only time lost while actually engaged in  
208 jury service or in attendance as a witness and reasonable travel to and from the place of such  
209 service or attendance.

210 **5.5.3** When feasible, employees are expected to report daily to work before and/or after jury  
211 service or attendance as a witness.

212 **5.5.4** Employees are not entitled to jury and witness leave when the employee appears in court or  
213 participates in a court proceeding on their own behalf.

### 214 **5.6 Leave Without Pay**

215 **5.6.1** A leave without pay may be granted for the following purposes:

216 **5.6.1.1** *Educational/Professional Leave:* Full-time employees may be granted  
217 educational/professional leave without pay to pursue a formal course of study or other  
218 professional/technical activity that will increase the value of the employee's service to the  
219 University upon return. This period of leave may not exceed 12 consecutive months.

220 **5.6.1.2** *Emergency Service Leave:* Full-time employees may be granted emergency service leave  
221 to perform technical or specialized service for the State of Utah or the United States government  
222 during a period of emergency. This period of leave may not exceed 12 consecutive months.

223 **5.6.1.3** *Special Leave Without Pay:* Full-time employees may be granted special leave without  
224 pay at the discretion of the Provost for Academic Affairs or the appropriate vice president of a  
225 department upon recommendation from the employee's supervisor. The President may grant  
226 special leave for executive leaders. This period of leave may not exceed 12 consecutive months.

### 227 **5.6.2 Eligibility for Leave Without Pay**

228 **5.6.2.1** Full-time employees are eligible to apply for leave without pay after six (6) consecutive  
229 months of continuous full-time service at the University.

### 230 **5.6.3 Application for Leave Without Pay**

231 **5.6.3.1** Leave without pay may be requested by the employee through the Office of People and  
232 Culture. The application must be supported by the employee's direct supervisor, second-level  
233 supervisor, and approved by the Provost or appropriate vice president. The President may grant  
234 leave without pay to executive senior leaders.



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235 **5.6.3.2** Leave without pay requests are subject to the anticipated impact on programs, services,  
236 and processes.

### 237 **5.6.4 Employment Status While on Leave Without Pay**

238 **5.6.4.1** While on approved leave without pay, employees are not eligible for UVU benefits or for  
239 salary adjustments.

240 **5.6.4.2** Employees on approved leave without pay may not accept or perform any compensated  
241 assignments for UVU.

### 242 **5.6.5 Intention to Return**

243 **5.6.5.1** Leave without pay shall not be granted unless the employee fully expects to return to  
244 active service at the expiration of the leave. For leave without pay of less than nine months, the  
245 employee is expected to notify the University of their intention to return at least 30 days prior to  
246 the expiration of the leave. For leave without pay of nine months or longer, the employee is  
247 expected to notify the University of their intention to return at least 60 days prior to the  
248 expiration of the leave. Failure to provide timely notification of intention to return may result in  
249 voluntary termination by resignation.

### 250 **5.6.6 Status Upon Return**

251 **5.6.6.1** An employee who has been granted a leave of absence without pay and who returns to  
252 active service on or before the expiration of the leave is entitled 1) to a position in the same  
253 classification or status and at the same level of seniority as the position they had at the  
254 commencement of the leave, and 2) to the amount of sick and/or vacation leave they had accrued  
255 at the commencement of the leave.

### 256 **5.7 Military Leaves**

#### 257 **5.7.1 Annual Military Training/Encampment (Leave with Pay)**

258 **5.7.1.1** Eligible university employees who are members of the National Guard or organized  
259 reserve branch of the United States uniformed services are entitled to a leave with pay not to  
260 exceed fifteen (15) working days per year for time spent on duty at annual encampments, rifle  
261 competitions, or other duties in connection with the reserve training and instruction requirements  
262 of the United States uniformed services or National Guard.

#### 263 **5.7.2 Military Leave (Leave Without Pay)**

264 **5.7.2.1** Eligible university employees who perform service in the Uniformed Services shall be  
265 granted a military leave without pay not to exceed five (5) years for such service (except as  
266 otherwise required by USERRA).



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267 **5.7.2.2** Upon honorable completion of the period of service, an employee on military leave shall  
268 be restored to the position of employment held when the leave commenced or an equivalent  
269 position with equivalent employment benefits, pay, and other terms and conditions of  
270 employment, provided that

271 **5.7.2.2.1** The employee gave their supervisor advance notice of such service and provided  
272 People and Culture with a copy of their orders prior to the beginning of their leave;

273 **5.7.2.2.2** The cumulative length of such leave and all prior military leaves from the University do  
274 not exceed five (5) years (unless exceptions outlined in USERRA apply);

275 **5.7.2.2.3** The employee provides timely notice for reemployment to their supervisor; and

276 **5.7.2.2.4** The employee fulfills any other terms and conditions for reemployment required by  
277 law.

278 **5.7.2.3** Retirement benefits will be paid for an employee on military leave pursuant to USERRA.

### 279 **5.8 Parental Leave (Leave with Pay)**

280 **5.8.1** Full-time employees (or their legal spouse or biological parent) expecting a new child  
281 through either birth or adoption are eligible for up to eight consecutive weeks of paid parental  
282 leave. Employees shall contact People and Culture and provide the required documentation at  
283 least 30 days prior, when feasible, to the expected date of birth or adoption to receive approval  
284 regardless of when the time will be used. Requested documentation may include proof of birth or  
285 proof of adoption.

286 **5.8.2** Parental leave may be used only in a single block of up to eight consecutive weeks, not  
287 intermittently. Extension of paid parental leave beyond the eight consecutive weeks will not be  
288 granted when the eight consecutive weeks include paid holidays or campus closures or, for  
289 faculty, non-faculty working days (such as breaks between semesters or summer). Faculty may  
290 request a reasonable adjustment to the paid parental leave with approval from People and Culture  
291 and their department to minimize the impact on students and classes.

292 **5.8.3** Parental leave will be available once on a rolling 12-month basis. Rare exceptions, based  
293 on medical documentation, may be authorized by the employee's supervising executive leader  
294 upon recommendation of the Vice President of People and Culture.

295 **5.8.4** Parental leave must be completed within 12 months from the date of birth/adoption of the  
296 child (run concurrently with FMLA for eligible employees). Medical-related exceptions to begin  
297 parental leave early will be facilitated by People and Culture for an employee with  
298 accompanying medical documentation.



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299 **5.8.5** In cases of stillbirth, as defined by medical documentation, expecting employees or  
300 spouse/biological parent, who experience a stillbirth are eligible for parental leave with  
301 accompanying medical documentation for immediate leave and not used at a later date. (See  
302 section 5.4.2.) Parental leave cannot be combined with bereavement leave for the same event.  
303 Employees who experience a miscarriage or are no longer the intended parents are eligible for  
304 bereavement leave (see section 5.4).

305 **5.8.6** Employees qualify for parental leave regardless of FMLA eligibility. FMLA-eligible  
306 employees will use FMLA concurrently with parental leave. Eligible employees may take a total  
307 of up to 12 weeks of job-protected leave in a rolling calendar year for pregnancy-related  
308 conditions, birth, and/or baby bonding. If an FMLA-eligible employee requests more than eight  
309 weeks, the additional leave shall be charged alongside remaining FMLA leave in the following  
310 order (if entered by People and Culture): 1) Personal leave (paid) 2) Sick leave (paid) 3)  
311 Compensatory time, if available (paid) 4) Vacation leave (paid) 5) Any remaining FMLA leave  
312 (unpaid)

313 **5.8.7** Employees who have exhausted available FMLA may be eligible for paid parental leave  
314 dependent on staffing needs as authorized by the employee's supervising executive leader upon  
315 recommendation of the Vice President of People and Culture.

316 **5.8.8** Employees on paid parental leave are not expected to perform work for UVU during the  
317 leave. Any voluntary work during parental leave will not extend the leave time or receive  
318 additional compensation. Employees may not accept or perform any additional compensated  
319 assignments for UVU.

320 **5.8.9** Upon termination, an employee will not be compensated for any unused parental leave.

321 **5.8.10** This paid leave option will be available for leaves that begin on or after January 1, 2025.  
322 Please note that this benefit cannot be applied retroactively to any leaves taken before this date.

### 323 **5.9 Personal Leave (Leave with Pay)**

324 **5.9.1** Personal leave may be granted to eligible full-time employees for personal business and  
325 emergencies that require the employee's absence from work.

326 **5.9.2** Full-time executives and exempt/nonexempt staff employees receive two days (16 hours)  
327 of personal leave per calendar year.

328 **5.9.3** Full-time faculty employees receive 1.5 days (10.5 hours) of personal leave for each full  
329 academic semester worked (21 hours) per fiscal year (July 1 to June 30).

330 **5.9.4** Pro-rated personal leave becomes available to new full-time employees after two full semi-  
331 monthly pay periods.



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- 332 **5.9.5** Unused personal leave may not be carried forward from one leave year to the next.
- 333 **5.9.6** Upon termination, an employee will not be compensated for unused personal leave.
- 334 **5.10 Sabbatical Leave (Leave with Pay)**
- 335 **5.10.1** Eligible full-time faculty may be granted sabbatical leave in accordance with UVU Policy  
336 640 *Faculty Sabbatical Leave*.
- 337 **5.11 Sick Leave (Leave with Pay)**
- 338 **5.11.1** Sick leave may be granted to eligible full-time employees who are unable to perform the  
339 functions of their position because of an illness, injury, or serious health condition, or because  
340 they are needed to care for an immediate family member with an illness, injury, or serious health  
341 condition.
- 342 **5.11.2** As possible, employees should arrange routine health care appointments during  
343 nonworking hours or try to schedule appointments at times that minimize disruption of work.  
344 Whenever possible, supervisors should be notified of such appointments in advance.
- 345 **5.11.3 Accrual of Sick Leave**
- 346 **5.11.3.1** Full-time employees accrue sick leave at the rate of one-half day per semi-monthly pay  
347 period (faculty 3.5 hours, executives/staff 4 hours) based on a twelve-month period. Full-time  
348 employees with reduced assignments (less than 1.0 FTE) accrue sick leave in proportion to the  
349 reduced assignment.
- 350 **5.11.3.2** Sick leave accrual begins for new full-time employees with their first semi-monthly pay  
351 period.
- 352 **5.11.3.3** Unused sick leave accrues continuously, and the balance remaining at the end of the  
353 leave year carries forward to the next leave year.
- 354 **5.11.3.4** Full-time employees hired directly from another Utah System of Higher Education  
355 institution will be able to transfer any accrued sick leave balance (maximum of 80 hours).
- 356 **5.11.3.5** Upon termination from the University, an employee will not be compensated for any  
357 accrued sick leave. Full-time employees who are rehired after termination (voluntary or  
358 involuntary) from the University shall not have sick leave accrued during prior university  
359 employment reinstated.
- 360 **5.11.4 Use of Sick Leave**
- 361 **5.11.4.1** Sick leave may not be used for vacation purposes; however, employees may choose to  
362 use vacation or personal leave for absences otherwise eligible for sick leave.



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363 **5.11.4.2** Sick leave requested in excess of the amount accrued shall be charged to any remaining  
364 leave in the following order:

365 1) Personal leave (paid)

366 2) Compensatory time, if available (paid)

367 3) Vacation leave (paid)

368 4) If eligible, any remaining FMLA leave (unpaid)

369 5) Unpaid leave resulting in a pay reduction for time not worked

370 **5.11.4.3** The University reserves the right to require medical documentation for absences due to  
371 illness or injury and designate leave in accordance with FMLA.

372 **5.11.4.4** If an employee is on sick leave for a period of more than three (3) consecutive full-  
373 calendar days or for a reason that qualifies as a serious health condition, such leave may be  
374 designated as *Family and Medical Leave Act (FMLA)* leave in accordance with the FMLA.  
375

376 **5.11.4.4.1** People and Culture will notify the employee in writing that such leave is being  
377 designated as FMLA leave. People and Culture will make this written notification within five  
378 business days of becoming aware that such sick leave may also qualify as FMLA leave.  
379

380 **5.11.4.4.2** All conditions of FMLA leave, including certification and notice of intent to return to  
381 work, may apply to such leave.  
382

383 **5.11.4.4.3** Under certain circumstances, the University may retroactively designate sick leave as  
384 FMLA leave.  
385

386 **5.11.4.4.4** Leave under the FMLA is not an additional leave; sick leave runs concurrently with  
387 FMLA leave.  
388

389 **5.11.4.4.5** An employee may not use any combination of personal leave, compensatory time (if  
390 applicable), accrued sick leave, earned vacation leave, and/or extended sick leave for their own  
391 medical condition longer than a continuous 4 months (120 days or 960 hours) without applying  
392 for Long-Term Disability and Social Security Disability.

### 393 **5.11.5 Sick Leave Conversion to Vacation Leave**

394 **5.11.5.1** After a full-time executive, exempt staff, or nonexempt staff employee has accumulated  
395 18 unused sick leave days (144 hours), that employee is eligible to convert a limited amount of  
396 accrued sick leave to vacation leave at the beginning of the next calendar year.



## UTAH VALLEY UNIVERSITY Policies and Procedures

397 **5.11.5.2** Qualifying employees shall be notified annually by People and Culture of the  
398 opportunity to convert unused sick leave days accumulated during the previous calendar year on  
399 a two-to-one basis for a maximum of four vacation days (32 hours). Notification shall include  
400 instructions for submitting a request for sick leave conversion.

401 **5.11.5.3** Employee requests for sick leave conversion must be submitted by February 15 each  
402 year.

### 403 **5.11.6 Extended Sick Leave**

404 **5.11.6.1** In exceptional cases, after all personal leave, compensatory time (if applicable), accrued  
405 sick leave, and earned vacation leave has been exhausted, an employee can request extended sick  
406 leave with pay. This request must be authorized by the employee's supervising executive leader  
407 upon recommendation of the Vice President for People and Culture. This leave is subject to the  
408 following:

409 **5.11.6.1.1** The employee is in good standing with the University.

410 **5.11.6.1.2** Extended sick leave is based on a serious health condition of the employee supported  
411 by medical documentation provided to People and Culture. Extended sick leave is not available  
412 for the care of a member of the employee's immediate family with an illness, injury, or serious  
413 health condition.

414 **5.11.6.1.3** Extended sick leave may not exceed 30 working days unless authorized by the  
415 employee's senior executive leader (Provost or vice president) upon recommendation of the Vice  
416 President for People and Culture and the employee's supervising executive leader. Extended sick  
417 leave cannot exceed 90 working days, given in up to 30 working day increments with approvals.  
418 Additional medical information will be required.

419 **5.11.6.1.4** An employee may not use any combination of personal leave, compensatory time (if  
420 applicable), accrued sick leave, earned vacation leave, and/or extended sick leave for their own  
421 medical condition longer than a continuous 4 months (120 days or 960 hours) without applying  
422 for Long-Term Disability and Social Security Disability.

423 **5.11.6.1.5** An employee may not use any combination of personal leave, compensatory time (if  
424 applicable), accrued sick leave, earned vacation leave, and extended sick leave longer than a  
425 continuous six consecutive month period.

426 **5.11.6.1.6** If an employee is on sick leave and extended sick leave for a period of more than three  
427 consecutive full-calendar days or for a reason that qualifies as a serious health condition, such  
428 leave may be designated as Family and Medical Leave Act (FMLA) leave in accordance with the  
429 FMLA.



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430 **5.11.6.1.7** In no event shall extended sick leave be granted for a period extending beyond the  
431 earliest day on which benefits under either the University's disability insurance program or the  
432 Social Security Act are expected to become payable to the employee.

433 **5.11.6.2** If the employee returns to work or terminates employment before the expiration of  
434 authorized extended sick leave, the unused portion of the leave will be canceled.

### 435 **5.12 Vacation (Leave with Pay)**

436 **5.12.1** Full-time executive and staff employees accrue vacation leave time and are encouraged to  
437 take vacation leave periodically as approved in advance by their immediate supervisor.

438 **5.12.2** Use of accrued vacation leave shall be arranged in advance and authorized by the  
439 responsible supervisor so that the efficiency and effectiveness of the organizational unit is not  
440 compromised.

441 **5.12.2.1** Vacation leave may be used with the approval of the supervisor upon completion of two  
442 (2) full semi-monthly periods of satisfactory employment.

443 **5.12.2.2** Vacation leave shall be submitted and approved through UVU's time management  
444 system prior to the leave request date.



## UTAH VALLEY UNIVERSITY Policies and Procedures

### 445 5.12.3 Eligibility and Accrual

446 5.12.3.1 Full-time executives and staff (with the exception of contract-based athletic coaches),  
447 are eligible to accrue vacation leave. Full-time employees with reduced assignments (less than  
448 1.0 FTE) accrue vacation leave in proportion to the reduced assignment.

449 5.12.3.2 Vacation accrual occurs semi-monthly with each pay period.

450 5.12.3.2.1 Eligible employees hired on or before the 10th of a month will receive vacation  
451 accrual for the first half of the month; eligible employees hired on or before the 25th of a month  
452 will receive vacation accrual for the second half of the month.

453 5.12.3.2.2 Terminating employees working through the 10th of a month will receive vacation  
454 accrual for the first half of the month; terminating employees working through the 25th of a  
455 month will receive vacation accrual for the second half of the month.

456 5.12.3.3 Executives accrue vacation at the rate of one day (8 hours) per semi-monthly pay period  
457 for a total of 24 days (192 hours) per 12-month period.

458 5.12.3.4 As of January 1, 2025, full-time staff accrue vacation based on their date of employment  
459 as follows. For each three-year step, the increased rate for vacation accrual begins in the first  
460 month following the initial vacation leave service date. For example, if an employee begins  
461 working on July 1, 2020, the employee will accrue at the 0 to 3 years rate until July 1, 2023,  
462 when the employee will begin accruing at the 4 to 6 years rate.

Years of Service	Rate at Which Vacation Is Accrued
0–3	15 days per 12 months (120 hours) 1.25 days per month (10 hours) 0.625 days semi-monthly (5 hours)
4–6	18 days per 12 months (144 hours) 1.5 days per month (12 hours) 0.75 days semi-monthly (6 hours)
7–9	21 days per 12 months (168 hours) 1.75 days per month (14 hours) 0.875 days semi-monthly (7 hours)



## UTAH VALLEY UNIVERSITY Policies and Procedures

10+	24 days per 12 months (192 hours) 2 days per month (16 hours) 1 day semi-monthly (8 hours)
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463 **5.12.4** Eligible full-time employees who are re-employed or transfer from one Utah System  
 464 Higher Education institution to another eligible full-time position shall have their prior full-time  
 465 years of service updated (for vacation accrual only) upon the employees' request to People and  
 466 Culture. The vacation accrual rate will be based on the employee's longest period of continuous  
 467 service, allowing for no more than one break in service. Accrual adjustments will be effective  
 468 when documentation is received and approved by People and Culture. Adjustments will not be  
 469 retroactive.

470 **5.12.4.1** Vacation leave continues to accrue during leaves of absence with pay, but it does not  
 471 continue to accrue during a leave of absence without pay.

472 **5.12.4.2** Employees are encouraged to use rather than accumulate vacation leave. A maximum  
 473 vacation leave accrual of 30 days (240 hours) may be carried forward from one calendar year to  
 474 the next.

475 **5.12.5 Payment for Unused Accrued Vacation Leave**

476 **5.12.5.1** Upon termination from the University or upon a change of assignment from a vacation  
 477 leave eligible position to a non-vacation leave eligible position (such as a change of assignment  
 478 from exempt staff to faculty), an employee shall be paid for all accrued vacation leave as of the  
 479 termination date.

480 **5.12.5.2** Payment for unused vacation leave is computed by multiplying the terminating  
 481 employee's current hourly rate of pay by the actual number of accrued hours. Payment for unused  
 482 vacation leave shall not exceed the maximum of 240 hours plus the employee's current annual  
 483 accrued vacation leave.

484 **5.12.5.3** Authorized compensation for unused vacation leave is normally included in the  
 485 employee's final pay.

486 **5.12.5.4** Payment for unused vacation leave is a form of deferred compensation and, as such,  
 487 cannot be withheld from an eligible individual who has been terminated from employment for  
 488 any reason but is subject to deductions and offsets authorized by university policy or by legal  
 489 requirements.

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<b>POLICY HISTORY</b>
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## UTAH VALLEY UNIVERSITY

### Policies and Procedures

March 6, 2003	Approved for Policy Manual.	UVU Board of Trustees
January 17, 2019	Approved for Policy Manual as a temporary emergency policy.	UVU Board of Trustees
December 5, 2019	Temporary Emergency policy renewed.	UVU Board of Trustees
March 25, 2020	Under a newly approved section of Policy 101 and due to the COVID-19 situation, all currently established Temporary Emergency policies have been extended six months beyond their original expiration date. This policy will now expire June 5, 2021	UVU Board of Trustees
June 24, 2021	Revised regular policy approved.	UVU Board of Trustees
January 29, 2024	Non-substantive changes to remove the use of “Human Resources”	UVU Policy Office
April 25, 2024	Compliance change mandated by SB 192, Utah Legislature 2024.	UVU President’s Council
May 6, 2024	Compliance change ratified.	UVU Board of Trustees
December 5, 2024	Temporary policy approved.	UVU Board of Trustees
March 20, 2025	6-month extension of temporary policy; new expiration date is June 5, 2026.	UVU Board of Trustees
May 6, 2025	Nonsubstantive change to update reference to Policy 165	UVU Policy Office
	Revised policy approved.	UVU Board of Trustees

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## UTAH VALLEY UNIVERSITY Policies and Procedures

### POLICY 361 EXECUTIVE SUMMARY

**Policy Number and Title:** 361 Employee Leave

<b>Date:</b>	October 16, 2024
<b>Sponsor:</b>	Marilyn Meyer
<b>Steward(s):</b>	Marni Fisher
<b>Policy Process:</b>	Regular
<b>Policy Action:</b>	Revision
<b>Policy Office Editor:</b>	Miranda Christensen
<b>Embedded Attorney:</b>	Cathy Jordan

**Issues/Concerns (including fiscal, legal, and compliance impact):**

Two issues in the policy will be addressed:

- 1) Parental Leave is 2 weeks and may be taken by new mothers or fathers. Medical maternity is six weeks and can only be taken by the birthing parent. Fathers receive less leave than mothers.
- 2) The Department of Labor has issued a new rule for the *Fair Labor Standards Act (FLSA)*, increasing the minimum salary threshold for exempt employees for January 1, 2025, January 1, 2027, and every three years after. Due to the new minimum threshold, we will need to adjust the exempt classification to nonexempt classification vacation accruals to keep from negatively impacting employees who will change from exempt to non-exempt status.

**Suggested Changes:**

- 1) Update both Parental and Medical Maternity Leave into one leave, Parental Leave, allowing eight (8) weeks total for mothers and fathers.
  - Equal treatment: Parental leave will ensure both parents have the same opportunity to bond with their child and share caregiving responsibilities.
  - Inclusion: Parental leave policies that apply to both mothers and fathers support gender equality in the workplace and promote a more inclusive environment.
- 2) Update for full-time exempt and nonexempt employees to be on the same vacation accrual schedule.
  - The non-exempt schedule will be removed from the policy, and full-time exempt and nonexempt will accrue at the current exempt rate (which is higher). The current policy has exempt and non-exempt employees accruing different vacation hours per pay period based on their years of service. The proposed updated policy establishes the same accrual schedule regardless of FLSA classification.



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- Although current legal challenges may modify the FLSA ruling, we would keep this change as it simplifies and eliminates additional administration and treats employees equally regardless of their FLSA status.

**Requested Approval from President's Council:** Entrance to Stage 1

**Proposed Drafting Committee:** TBD

**Target Date for Stage 1 Draft to Enter Stage 2:** TBD

**Target Date for Board of Trustees Review:** TBD



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SUMMARY OF COMMENTS (STAGE 2)			
<b>Policy Number and Title:</b> 361 Employee Leave			
<b>Sponsor:</b> Marilyn Meyer			
<b>Steward(s):</b> Marni Fisher			
<b>UVUSA</b>	<b>Academic Affairs</b>	<b>Faculty Senate</b>	<b>PACE</b>
Date	Date	Date	Date
Presented: <u>2/26/26</u>	Presented: <u>2/24/26</u>	Presented: <u>2/24/26</u>	Presented: <u>3/17/26</u>

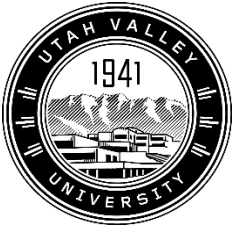
*Note: Indicate with X whether the comment is editorial (grammar, punctuation, sentence structure) or is a substance comment (content, procedure, etc.)*

Campus Entity	Policy Section	Editorial Comment	Substance Comment	Concern	Sponsor/Steward Response
UVUSA	5.8		X	There were a few areas where clarification would strengthen the policy, particularly around access to staff support and how certain provisions are applied in practice. Several comments focused on the sections addressing abortion and bereavement leave, with questions about how those circumstances are defined and whether the language provides enough clarity for consistent implementation. There was also a suggestion to better explain the rationale behind certain leave categories to	<p>We did not identify abortion because it would be classified as a stillbirth or miscarriage, which is covered.</p> <p>Without detailed information on the suggestions for explaining the rationale behind leave categories, it is uncertain what is being referred to here.</p>



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				improve understanding and transparency. We believe addressing these points would enhance clarity and ensure the policy is applied equitably while maintaining its overall fairness and intent.	
AAC	5.8.2		X	<p>Greater flexibility within the eight-week leave period. The current language states: “Parental leave may be used only in a single block of up to eight consecutive weeks, not intermittently.” For many employees—particularly those serving in director-level roles—being fully away for eight consecutive weeks can present challenges.</p> <p>The proposed new language only extends flexibility to faculty. I would encourage consideration of extending similar flexibility to staff, or at least to director-level positions and above.</p>	<p>There are several reasons why we didn’t include flexibility.</p> <ol style="list-style-type: none"> <li>1. Flexibility only benefits the nonbirthing parent.</li> <li>2. The administrative burden on staff in People and Culture would be extensive and would require additional staff to allow the requested flexibility.</li> <li>3. We do not want to base flexibility on title/classification.</li> <li>4. Faculty have more flexibility to prevent student disruption.</li> </ol>
EAC	5.8.3		X	<p>This language could lead to discriminatory actions: “Rare exceptions may be authorized by the employee’s supervising executive leader upon recommendation of the Vice President of People and Culture.” Supervisors are</p>	<p>This is the same method we use for other paid leaves such as extended sick leave. The “rare” circumstance will be defined by medical documentation and by People and Culture. Updated policy to reflect documentation.</p>



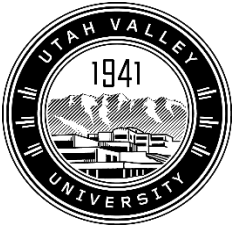
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				given too much discretion. Who defines “rare”?	
EAC	Overall		X	<p>This policy splices together leave options for both faculty and staff—and these options can differ. It could be difficult for faculty to extract which types of leave they are entitled to. This is an accessible language issue. We recommend two things:</p> <p>1) Short-term: Insert a chart or a summary paragraph that displays which types of leave are available to all employees, only to staff, and only to faculty.</p> <p>2) Long-term: Split this policy into two—one for executives and staff, and one for faculty.</p>	<p>The only leave not eligible to both staff and faculty is vacation. Having a chart would be redundant. Also, many faculty have roles where they supervise full-time staff, they need to be aware of all leaves. Having two separate policies would require double updating and would be confusing.</p>
People & Culture	5.11.6.1	X		<p><b>Original</b></p> <p>In exceptional cases, after all personal leave, compensatory time (if applicable), accrued sick leave, and earned vacation leave has been exhausted, an employee can request extended sick leave with pay may be authorized by the employee’s supervising executive leader upon recommendation of the Vice President</p>	<p>Updated to clarify.</p>



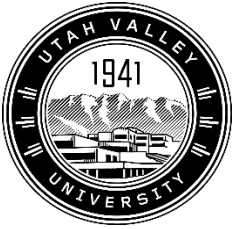
## UTAH VALLEY UNIVERSITY Policies and Procedures

				<p>for People and Culture. This leave is subject to the following:</p> <p><b>Suggestion 1</b></p> <p>In exceptional cases, after all personal leave, compensatory time (if applicable), accrued sick leave, and earned vacation leave has been exhausted, an employee can request extended sick leave with <b>pay</b>. <b>This request</b> may be authorized by the employee's supervising executive leader upon recommendation of the Vice President for People and Culture. This leave is subject to the following:</p> <p><b>Suggestion 2</b></p> <p>In exceptional cases, after all personal leave, compensatory time (if applicable), accrued sick leave, and earned vacation leave has been exhausted, an employee can request extended sick leave with <b>pay</b> <b>which would</b> be authorized by the employee's supervising executive leader upon recommendation of the Vice President for People and Culture. This leave is subject to the following:</p>	
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PACE	3.5			Recommend revising the wording to: Miscarriage/Stillborn: Loss of a pregnancy as defined by medical documentation	Updated.
PACE	5.4.1		X	Lines 175 –176 Recommend changing sentence structure so it doesn’t sound as redundant “Employees must inform their supervisor at the earliest possible time and submit leave in the time management system for all Bereavement requests”	Updated to put it at the end of the bereavement section.
PACE	5.4.1	X		Rephrase 177-178 to read like 169—170 “Full time employees are granted up to 5 working days for bereavement leave in case of death of an extended family member.	Updated.
PACE		X		Heir instead of their pg 20 item 1, 4th line	This is resolved.
PACE	5.8		X	Please consider including foster parent situation exceptions in this policy. If you foster a baby for 6 months and then got another one within the same 12 month period you may not be able to use parental leave. Also if parental leave is only allowed once a baby has been adopted and before 9 months old it is not taking into account how long it can take to adopt from the system.	Foster parenting—due to the unpredictability of the length of time for placement it would be difficult to administer. Family Medical Leave would be available.  Parental leave is available and intended for when the employee becomes a parent and is not intended for preparation.



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PACE	5.3.4			FMLA –What does the process look like with P&C, what considerations are used when requiring FMLA. Example: An employee takes off a couple days leave for themselves, but may require more days as their family also gets sick and they need to assist them.	People and Culture follows the federal FMLA regulation.
Faculty Senate	5.4		x	Section 5.4 does not address failed adoptions, despite the significant emotional and psychological toll such experiences can have on employees. Suggestion: Amend Section 5.4 to explicitly include failed adoptions as a qualifying event for bereavement leave.	Updated in 5.4.2.4. This would cover both surrogate or adoption.
Faculty Senate	5.8.1		x	Section 5.8.1 requires employees to contact People and Culture and provide documentation at least 30 days prior to the expected date of birth or adoption; however, premature labor or adoption placements can occur with little or no advance notice, making this requirement impracticable in some cases. Suggestion: Revise the language to state “at least 30 days prior, when feasible,” to account for premature delivery, adoptions, or other circumstances that occur unexpectedly and should not disqualify an employee from taking leave.	Updated 5.8.1 and added “when feasible.”



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Faculty Senate	5.8		x	<p>Section 5.8 The parental leave policy does not specify how summer teaching is influenced by leave. Are faculty still eligible for summer teaching pay if they take parental leave during that time? Suggestion: Add language clarifying whether faculty who take parental leave in spring remain eligible to teach in summer and receive contracted summer compensation, or specify the conditions under which such compensation may be affected.</p>	<p>The policy was adjusted (see 5.8.4) to allow employees to take up to a year to finish parental leave. Faculty would specify when they want to take it when they apply.</p> <p>If an employee is “on leave,” they would not be expected to work and will not have parental leave adjusted if they choose to work. If 2-semester faculty want to teach summer, they should not apply for parental leave during that time.</p> <p>People and Culture does not assign or influence summer contracts. This would be a departmental/Academic Affairs decision.</p>
Faculty Senate	5.8.6		x	<p>Section 5.8.6 mandates that sick leave be used before personal leave when extending parental leave beyond eight weeks; however, because sick leave rolls over and personal leave does not, this order may unintentionally disadvantage employees by forcing them to forfeit non-carryforward leave. Suggestion: Revise the section to allow employees the option to apply personal leave before sick leave when extending parental leave beyond eight weeks.</p>	<p>This was adjusted based on the suggestion.</p>



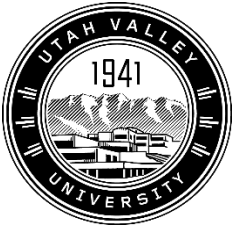
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Faculty Senate	5.9.5		x	5.9 Personal Leave. The policy does not provide a mechanism for employees to donate accrued personal, sick, or vacation leave to colleagues experiencing severe medical circumstances. Suggestion: Add a voluntary leave-sharing provision allowing employees to donate accrued leave to qualifying colleagues under defined hardship criteria.	5.11.6 Extended Sick Leave was created to allow employees who are having a hardship to still have paid leave without having to ask or know people to ask for sick leave. This was decided in 2021 and is a more equitable practice.
Faculty Senate	5.11.6.1			Section 5.11.6.1 contains language that would benefit from grammatical clarification to ensure procedural clarity. Suggestion: Revise the sentence to read: “An employee can request extended sick leave with pay, which may be authorized by the employee’s supervising executive leader upon recommendation of the Vice President for People and Culture.”	I updated 5.11.6.1 to clarify instructions and the approvals.
OGC	3.2			Does this include in-law, foster, step - aunts, uncles, nieces, nephews, cousins (as we state in 3.4 for immediate family)?  Does this include half siblings? Are half siblings extended family members or immediate family?	Half-siblings have been added. We did not include in-law, foster, step for aunts, uncles, etc because it is likely the employee would not need 5 working days to plan the funeral.
OGC	3.4			What does “next of kin” mean here? It generally means a person’s closest living	This would be for someone who doesn't have living parents, spouse, or children



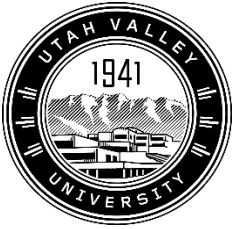
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				relative, but it's unclear how that term applies here.	but is next of kin to the deceased and has the responsibility of dealing with the funeral arrangements. It could also recognize the closest relative in unusual family structures.
OGC	3.5			I believe the correct term is "stillbirth." We use "stillbirth" in other parts of this policy.	Corrected to "Stillbirth"
OGC	5.1			We put employees on paid and unpaid administrative leave for reasons others than those who are pursuing full-time programs (i.e. if they are involved in a complaint or during an investigation).  Would it make sense to include a section about that?	I don't think we need to put something in here about the disciplinary or investigation leave because that is University driven. Changed to call this leave "Professional Development Admin Leave"
OGC	5.4.2.1			Would this partner have to be the parent to the stillbirth?	Fixed this to include biological parent
OGC	5.6.1.3			Add "without pay" here? Or can the President grant special pay with leave for senior executive leaders? Do we need to define senior executive leaders?	If you think "without pay" is needed again, we can add it.  If the President granted special pay with leave, it would depend on the situation but I am not sure why they would.  Removed "senior" so it would just be executives.
OGC	5.8.1			If non-birthing parent is not the spouse of the birthing parent, are they eligible	I like to have legal spouse in the document because FMLA has some



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				for parental leave? Thinking of when non-employee mother and employee father are pregnant but not married - is employee father eligible for parental leave? Suggest deleting “(or their legal spouse).” I would think that even if they are not married, the employee father would still be expecting a new child. We allow for bereavement leave for the partner experiencing the stillbirth or miscarriage.	language around what the state recognizes. Under the U.S. Department of Labor regulations, a spouse is a husband or wife recognized as such in the state where the marriage was entered into, including common-law marriages and same-sex marriages. Civil unions and domestic partnerships do not qualify under federal FMLA  I did add "biological parent" to cover the non-birthing parent if they are not married.
OGC	5.8.4			Is parental leave and FMLA run consecutively or concurrently? 5.8.4 says consecutively and 5.8.6 says concurrent.	Concurrently is the intention.
OGC	5.8.5			Suggest deleting “spouse” and include “expecting employee.”	"expecting employee or spouse/biological parent" would be our recommendation
OGC	5.8.5			Subsection 5.4.2.3 doesn't exist.	Changed to 5.4.2
OGC	5.11.4.4			It looks like 5.11.4.4 is the same as 5.3.4. Consider deleting 5.11.4.4?	We have it in two places, the statement under FLMA (5.3.4) is geared toward Supervisors and the statement under sick leave is geared toward employees. In addition, if employees only read one



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					section and not the full policy they will see it both areas.
OGC	5.11.6.1.4			We've had employees go on unpaid leave for an extended period of time, sometimes a year. We wouldn't require that employee who is on unpaid leave to apply for LTD would we? (which means they would have to resign)	We might want to discuss this more but this is for someone who is sick for a long period of time and has potentially exhausted all their leave. Applying for LTD would not require a resignation unless they apply and accept the LTD. (if approved)  There are without pay leave options that are eligible for 12 months.
OGC	5.11.6.1.6			5.11.6.1.6 is the same as 5.3.4 and 5.11.4.4. Consider deleting 5.11.6.1.6?	Same answer as before - if they are only reading this section, it is a call out.