Absence from Campus: Absence from campus is governed by university policy outlined in the Academic Faculty and Administrative Professional Manual (section F.1): “A longstanding Board regulation forbids unauthorized absence of employees from campus. It is the responsibility of the department head to authorize absences of faculty members and administrative professionals for legitimate purposes and to have available at their offices at all times information on the whereabouts of absent employees; that they may be reached in the event of administrative necessity or family emergency. Each individual is responsible for notifying his or her administrative superior of any absences.”

Leave Reporting: As specified above, there is a general expectation that departmental employees are present on campus during work days, regardless of clinical assignment status. Under some circumstances it is permissible to perform certain types of work from home for defined periods of time; however this should be approved by an immediate supervisor. There is a general expectation that faculty and administrative professionals are available or contactable during regular business hours. All faculty and administrative professionals are required to file a Leave Request Form for any work day(s) that they are away from campus. By definition, a Leave Request Form is always necessary whenever an employee is traveling out-of-state regardless of whether the travel is personal or university-related. All leave, except sick/family medical leave, is subject to approval by the employee’s immediate supervisor prior to taking leave. Approval process for sick/family medical leave is governed as outlined below.

Types of Leave: Leave for faculty and administrative professionals must be reported by university and departmental policy under one of the following categories:

- **Annual Leave:** Annual leave is reported for all personal leave that is unrelated to university business. Accrual and use of annual leave is governed by university policy as outlined in the Academic Faculty and Administrative Professional Manual (section F.3.1). The department is required to maintain records of annual leave for all employees and report annual leave to the Director of Human Resources Services as specified in the Academic Faculty and Administrative Manual (section F.2).

- **Sick Leave/Family Medical Leave:** Sick leave is reported for all leave related to an employee’s own illness or non-work related injury. Accrual and use of sick leave is governed by university policy as outlined in the Academic Faculty and Administrative Professional Manual (section F.3.2). Faculty or Administrative
Professionals may use a portion of accrued sick leave for illness or medical treatment of a spouse, domestic partner, parent, child, or legal dependent as governed by the Academic Faculty and Administrative Professional Manual (sections F.3.2.2, F3.3). The department is required to maintain records of sick leave and family medical leave for all employees and report sick/family medical leave to the Director of Human Resources Services as specified in the Academic Faculty and Administrative Manual (section F.2). University policy requests that family/medical leave be requested 30 days in advance of the leave whenever possible. If not practical to do so, it is requested that the request be filed as soon as possible but not to exceed 5 days from the end of the leave period unless otherwise specified or agreed upon through FML processes. Request for sick leave should be requested before the leave when used for routine or known medical appointments. It is requested by the department that unforeseen illnesses be documented on a leave form and submitted no later than 5 days from the end of the leave taken.

- **Assignment-Related Leave:** Faculty members and administrative professionals are required to report all time away from the university for out-of-state travel related to their job assignment. This leave category is for time spent away from campus to conduct university business related to job assignment. Examples include travel to attend or present at scientific conferences, service to professional or government organizations, and conduct of university business. Requests for assignment-related leave must specify specific purpose for leave request. If any portion of the leave period is not directly related to university business or job assignment, that portion must be reported as annual leave. Records of annual assignment-related leave for each employee will be maintained by the department. Assignment-related leave must be consistent with an employee’s job assignment (% effort distribution) and is subject to annual review by the department head. Unless otherwise specified in the written job assignment, assignment-related leave would not normally be expected to exceed 10% of the total assignment effort (26 work days/year).

- **Consulting-Related Leave:** University policy related to paid or unpaid consulting is outlined in the Academic Faculty and Administrative Professional Manual (section D.7.6.2). University policies related to Conflict of Interest and Conflict of Commitment are outlined in the Academic Faculty and Administrative Professional Manual (section D.7.7). Time spent away from campus for the purpose of engaging in consulting must be consistent with the above university policies and must be reported to the department under the departmental leave policy prior to taking leave. Consulting activities can take many forms including fully-compensated travel and payment for the purpose of providing off-campus continuing education. As a general rule, paid consulting activities should not
exceed an average of 2 days per month and must be included in the annual COI/COC statement.

- **Special Types of Leave**: Special types of leave including sabbatical leave, jury duty and expert witness leave, government assignment leave, administrative leave, leave without pay, work-related injury leave, military leave, and other special types of leave are governed by university policy as specified by the Academic Faculty and Administrative Professional Manual (section F.3) and subject to prior written notification and/or approval by the department head as specified by university policy.