369.1 PURPOSE

The University offers benefit eligible employees the following additional leave benefits: Bereavement Leave, Jury and Witness Leave, Special Development Leave, and Organ or Bone Marrow Donor Leave.

369.2 POLICY

2.1 Bereavement Leave

The University provides up to three work days paid time off due to the death of an immediate family member. For this policy, immediate family is defined as: employee's spouse or domestic partner, son, daughter, son-in-law, daughter-in-law, foster child, parents, parents-in-law, brother, sister, brother-in-law, sister-in-law, grandparent, grandparent-in-law, grandchildren, and step-relative.

2.2 Jury and Witness Leave

For the period during which an employee is absent from work for compliance with an official requirement to appear for jury service or a subpoena to appear as a witness at a trial, deposition, or other official proceeding, the employee will receive full salary. Time allowance for jury and witness service covers only time lost while actually engaged in jury service or in attendance as a witness and reasonable travel to and from the place of jury duty.
Employees are expected to report daily to work before and after jury service or jury attendance when feasible. Any funds received for jury duty remain with the employee.

This policy does not apply to employees who appear in court on their own behalf. Expert Witness Services is covered by Policy 376 Extra-Service Compensation and Policy 377 Consulting Service.

2.3 Special Development Leave

The University may grant a special leave with pay for developmental purposes. Special Development leave is not a right, but a privilege. This leave must be requested in writing. The leave approval, pay, and terms of the leave are at the discretion of the Department Head, Director, or Dean/Vice President. Any leave agreement should stipulate the length of the leave and the agreed rate of pay. The length of leave may not exceed one year, nor can the rate of pay exceed as stated in Policy 365 Sabbatical Leave. The negotiated agreement must be approved by the appropriate Dean or Vice President and forwarded to the President for approval.

2.4 Bone Marrow or Organ Donor Leave

The University grants special paid leave to employees who are temporarily disabled while serving as a bone marrow or human organ donor. Employees who donate bone marrow shall be granted up to seven (7) calendar days of paid leave. Employees who donate a human organ shall be granted up to thirty (30) calendar days of paid leave. Additional leave required for donor disability beyond the specified days may be taken under Policy 363 Sick Leave and Policy 351 Family and Medical Leave (FMLA). In cases in which this leave also qualifies as Family and Medical Leave, the FMLA leave will run concurrently with this leave. Donor leave must be requested in writing, including documentation from a medical practitioner authenticating the donation.

369.3 REFERENCES

GINA (Genetic Information Nondiscrimination Act)

369.4 RESPONSIBILITIES

4.1 Office of Human Resources

Responsible for assisting in the implementation of this policy in accordance with the University’s insurance providers and making the information available.

4.2 Employees

Responsible for notifying his/her supervisor, working with the Office of Human Resources when the above leaves are requested, and complying with the requests for documentation.