Texas Christian University Policy

Policy Number: 6.025  Subject: Leaves of Absence
Effective Date: April 15, 1981  Revised: July 1, 2006

I. Purpose
The University recognizes that there are occasions when it becomes necessary for an employee to be away from his/her regular job for a period of time for personal or professional reasons. Arrangements for such leave should be made through the appropriate unit head, dean or vice chancellor in order that the function of the unit will be carried on with the minimum of interruption.

II. Eligibility
All regular faculty and staff are eligible for leave of absence. Temporary employees are not eligible.

III. Procedures
1. All benefits continue during leaves of absence with pay.

2. Leave without pay will affect benefit accrual as shown in the following table:

<table>
<thead>
<tr>
<th>Benefit</th>
<th>Accrual</th>
</tr>
</thead>
<tbody>
<tr>
<td>Vacation</td>
<td>None Accrued</td>
</tr>
<tr>
<td>Sick Leave</td>
<td>None Accrued</td>
</tr>
<tr>
<td>Insurance</td>
<td>Continued if premiums are paid</td>
</tr>
<tr>
<td>Retirement Contributions</td>
<td>Suspended during leave</td>
</tr>
<tr>
<td>Supplemental Retirement Annuities</td>
<td>Suspended during leave</td>
</tr>
</tbody>
</table>

3. Leave With Pay
   a.) Death in the Family
       A short-term leave of absence, normally not to exceed three working days, will be granted to the staff member in the event of a death in the family. Arrangements will be made with the immediate supervisor. If additional time off is required, it may, with the appropriate approval, be charged to vacation.
   b.) Jury Duty
       A maximum of two weeks with pay will be granted for jury duty. Pay will not be reduced by any amounts received as jury pay. If additional time off is required, it may, with the appropriate approval, be charged to vacation.
The supervisor should be notified immediately upon receipt of court notice for jury duty in order that any necessary changes in work assignment may be made.

4. Leave Without Pay
   A leave of absence without pay will be granted to staff members for government or military service or under the Family and Medical Leave Act. In such instances, the staff member should notify the supervisor or unit head as soon as possible and contact the Human Resources office for appropriate paperwork.

III. Administrative Responsibility
The Human Resources Department is responsible for administering and interpreting this policy.