



## 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.

### II. 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:

#### **Benefit Accrual During Leave Without Pay**

<b>Benefit</b>	<b>Accrual</b>
Vacation	None Accrued
Sick Leave	None Accrued
Insurance	Continued if premiums are paid
Retirement Contributions	Suspended during leave
Supplemental Retirement Annuities	Suspended during leave

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.