



## Policy 4.78 Personal

**Responsible Official:** VP for Human Resources

**Administering Division/Department:** Leaves of Absence

**Effective Date:** March 30, 2007

**Last Revision:** October 11, 2017

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### Overview

A regular employee working at least 20 hours per week may be granted leave for personal reasons with approval from his/her department and Human Resources, Employee Relations.

### Policy Details

#### REQUESTING LEAVE

An employee must submit a completed Leave of Absence Request Form for a personal leave, along with a letter explaining the reason and duration of time requested. These materials must be submitted in advance of the effective date of the requested leave. The department and Human Resources, Employee Relations will approve or disapprove the leave request in writing, basing the decision on the reason for the request, the employee's job performance record, and the operational needs of the department. The department must notify the employee in writing whether their position will or will not be held.

Examples of acceptable uses of personal leave include, but are not limited to: reduction in force, volunteer opportunities, civic responsibilities, or compelling extenuating circumstances.

An employee may request a leave in increments up to 30 calendar days not to exceed 90 calendar days.

#### USE OF LEAVE BALANCES

Employees who are granted a personal leave of absence must use any applicable accrued, unused sick leave, vacation leave, and floating holiday hours beginning with the effective date of the leave.

Accrued, unused sick leave may be used when an employee needs a Personal Leave to care for an immediate family member and is either ineligible for FMLA or has exhausted FMLA. The department may require a statement from a health care provider confirming the use of sick leave while on Personal Leave. Reference the *Sick Leave Policy* for additional information.

Upon exhaustion of any applicable paid leave, the remainder of any personal leave of absence will be unpaid. Employees do not accrue leave benefits while on unpaid leave.

#### BENEFITS

##### Health, Dental, Life and BeneFlex Plans

While in paid status, an employee on personal leave will continue participation in optional health, dental, life and BeneFlex plans. Premium contributions will continue at the active employee rate.

When in unpaid status, an employee will be billed for benefits contributions to continue participation. If an employee on leave does not pay the required contributions, coverage will be canceled for non-payment. If an employee chooses not to continue participation while on leave, the employee must notify Human Resources, Benefits to cancel the coverage. If the employee returns to work in an eligible status, the employee has 31 days of return from leave to reinstate coverage.

#### **Retirement Plan/ Disability Insurances**

Eligibility for retirement contributions and long-term and short-term disability insurances will cease during a personal leave without pay.

#### **Courtesy Scholarship/ Tuition Reimbursement Programs**

Eligibility for employee participation in the Courtesy Scholarship or Tuition Reimbursement programs will cease during a personal leave without pay.

#### **Related Links**

- Current Version of This Policy: <http://policies.emory.edu/4.78>

#### **Contact Information**

<b>Subject</b>	<b>Contact</b>	<b>Phone</b>	<b>Email</b>
Director, Employee Relations	Jeanne Thigpen	(404) 727-7644	persjdt@emory.edu

#### **Revision History**

- Version Published on: Oct 05, 2012
- Version Published on: Oct 05, 2012
- Version Published on: Jun 22, 2012
- Version Published on: Sep 15, 2008
- Version Published on: Jun 21, 2007 (*Original Publication*)

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