Policy 4.78
Personal

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Responsible Official: VP for Human Resources
Administering Division/Department: Leaves of Absence
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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.

Policy Details

REQUESTING LEAVE

An employee must submit a completed Leave of Absence Request Form for a personal leave in advance of the effective date of the requested leave. The department 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. An employee's position may or may not be held.

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 sick leave, vacation leave, and floating holiday hours beginning with the effective date of the leave.

Accrued 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

An employee on personal leave may continue participation in optional health, dental, life and BeneFlex plans by contacting Human Resources prior to the leave to determine the amounts and due dates of the premium contributions. Premium contributions will continue at the active employee rate.

If an employee chooses not to continue participation while on leave, the employee must notify Human Resources 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.

If an employee on leave does not pay the required contributions, coverage will be canceled for non-payment.

**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](http://policies.emory.edu/4.78)

**Revision History**

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