



Other Leave Categories

Approval

Leave of any duration (i.e. whether short or long term, paid or unpaid), must be requested through and approved by the Office of Human Resources. All appropriate forms and paperwork for leave requests are available in the Office of Human Resources located in Rodman Hall.

Accruals of Paid Time-Off

All University benefits and leaves that operate on accrual basis (i.e., vacation, holidays, and paid sick time) stop accruing during an unpaid leave of absence.

Leave Types

The following are the leave types that can be used.

- Bereavement Leave
- Jury Duty
- Maternity Leave
- Military Leave

Bereavement Leave

In the event of a death in an employee's immediate family (spouse, children, parents, sisters, brothers, legal guardians, mother-in-law, father-in-law, grandparent, grandchildren, or any other relative living in the employee's household), arrangements may be made with the employee's supervisor for a bereavement leave of up to three (3) days with pay. The bereavement leave will be based on the regularly scheduled hours worked per period. An employee may take additional vacation time, personal time or an unpaid leave of absence if necessary and approved by the immediate supervisor.

Sick time may not be used for bereavement purposes.

Jury Duty

If employees are properly summoned for jury duty in the city or county in which they reside, they will be eligible for jury duty pay upon advance notice to their immediate supervisor. Employees will receive their normal base rate compensation for validated jury duty days. Employees are able to collect and keep any payment received from the court system for performing jury duty.

Maternity Leave

Full-time employees who have been with the University for at least one year and who are pregnant will be entitled to six weeks paid maternity leave. At the time the paid leave request is made, the full-time employee must have worked or will have worked continuously for one full year prior to when the actual leave will commence. Maternity leave is an approved period of absence related to pregnancy or birth of the employee's child and will be granted to employees whose intention is to return to full-time employment status subsequent to their leave. A paid maternity leave will normally begin no earlier than two weeks before the due date of the child and will not extend beyond six weeks after birth. (Exceptions to the timing of paid leave may be granted when medically necessary as certified by a health care provider or when negotiated by the employee and the supervisor, subject to approval by the Office of Human Resources.) All group insurance benefits



will continue during an approved maternity leave.

Military Leave

It is the policy to provide military leaves of absence for those employees required to attend mandatory training and/or service in the United States Armed Forces, United States Forces Reserves or National Guard. The University will fully comply with the Uniformed Services Employment and Re-employment Rights Act of 1994. Individuals called to or who volunteer for military service will be granted an unpaid leave of absence for the period of their service, up to a maximum cumulative leave of five (5) years. At the employee's option, earned paid time (vacation or sick time) may be substituted for unpaid military leave.

Military Leave-Advance Notice

Employees requesting leave for military service must give the University advance verbal or written notice of the leave, preferably in the form of copies of official orders or calls to service, except when precluded by military necessity, impossibility or unreasonableness.

Military Leave-Re-Employment Rights

John Carroll University employees called to or who volunteer for military service are entitled to reinstatement to John Carroll University employment upon return from service if the following general conditions are met:

- The employee was not serving at John Carroll University on a temporary basis at the time of requested leave;
- The cumulative length of the employee's military leave and of all previous military leaves does not exceed five (5) years;
- The employee provides proof of honorable discharge, or other evidence of satisfactory completion of service; and
- The employee reports to work or requests reinstatement according to the guidelines noted below

Employee's Obligations Concerning Reinstatement

- Less than 31 days service; employees must report to work by the beginning of the second day after the completion of their military service;
- More than 30 days but less than 180 days service; employees must apply for reinstatement within 14 days of the completion of their military service; and
- More than 180 days service: employees must apply for reinstatement within 90 days of the completion of their service

Military Leave-Health Benefits

Employees called to or who volunteer for military service will continue to receive health benefits under the same terms as if they were continually employed for the first 31 days of any military leave; thereafter, employees may elect to continue health benefits for up to the lesser of 18 months or the day after which the employee fails to apply for reinstatement or to return to the University. Employees electing continued coverage are responsible for paying the entire cost of the offered health coverage, plus a 2% administrative surcharge, where applicable.

