



***HEIDELBERG UNIVERSITY***

**BENEFITS HANDBOOK**

FOR ALL

UNIVERSITY EMPLOYEES

APPROVED: October 2018

REVISION HISTORY:

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**STATEMENT OF AUTHORITY  
OF  
BOARD OF TRUSTEES**

The Articles of Incorporation of Heidelberg University, the Charter of the University and the Bylaws of the Board of Trustees, as they may be amended for time to time, are the prime documents which set forth and describe the ultimate authority and responsibilities of the Board of Trustees for the institutional governance of the University. Through its policy documents and statements, the Board sets forth and/or approves the programs, benefits, rules, regulations, standards, and other criteria by which the operations and all employees of the University are to be governed, guided and directed. In keeping with such authority, Board approved institutional policies, including those which bear on employee relations such as the hiring and dismissal on non-teaching employees, Faculty appointment, promotion, tenure and dismissal policies, as well as personnel and anti -discrimination policies for all categories of employees, as such may be established, discontinued or changed from time to time, have precedence over all other institutional statements, documents and policies of whatever kind or nature. This University Benefits Handbook has been reviewed and approved by the Board of Trustees of Heidelberg University.

October 27, 2018

**HEIDELBERG UNIVERSITY BENEFITS OVERVIEW**

The University has established a variety of employee benefit programs designed with the following goals and objectives:

- To assist employees in balancing work duties and responsibilities with their personal lives;
- Meet the financial burdens that can result from illness and disability; and,
- Plan for retirement.

This Benefits Handbook contains a very general description of the benefits to which employees of The University may receive. Some of the benefits are administered in-house while other benefits may utilize the services of a third-party administrator. In addition, some benefits are regulated by federal and state laws and statutes. Therefore, this Handbook does not change or otherwise change the terms of the official plan documents. Rights can be determined only by referring to the full text of the official plan documents, which are available for examination from the Office of Human Resources. To the extent that any of the information contained in this Handbook is inconsistent with the official plan documents, the provisions of the official documents will govern in all cases. Please note that nothing contained in the benefit plans described herein shall be held or construed to create a promise of employment or future benefits, or a binding contract between the University and its employees, retirees or their dependents, for benefits or for any other purpose. All employees shall remain subject to discharge or discipline to the same extent as if these plans had not been put into effect. As in the past, the University reserves the right, in its sole and absolute discretion, to amend, modify or terminate, in whole or in part, any or all of the provisions of the benefit plans described herein, including any health benefits that may be extended to retirees and their dependents. Further, the University reserves the exclusive right, power and authority, in its sole and absolute discretion, to administer, apply, and interpret the benefit plans described herein, and to decide all matters arising in connection with the operation or administration of such plans. For more complete information regarding any of the benefit programs, please refer to the Summary Plan Descriptions, which were provided separately, or contact the Office of Human Resources.

## SECTION I BENEFITS

### HEALTH BENEFITS & WELLNESS PROGRAM

#### Understanding Heidelberg Health Benefits

Heidelberg's self-insured health benefits costs are made up of three main components: **participant medical and prescription drug claims**, subject to individual stop-loss limits; **fixed administrative expenses**, which include third-party stop-loss insurance coverage; and the **employee's health care premiums**, which offset a portion of these costs. Historically, our self-insured medical claims can vary greatly from year to year, often driven by a few very large claims. Additionally, due to changes in the law under the Affordable Care Act and the Equal Employment Opportunity Commission, Heidelberg's plan is required to make sure the health benefits program, including the wellness components and discounts, are available, affordable, and compliant.



All full-time employees and those employed one-half time or more are eligible to participate in the health care plan provided by the University. This health benefits program includes both medical and prescription drug insurance benefits as well as a wellness program. 'Berg Health Benefits program is compliant with the Affordable Care Act and meets both the criteria for minimum coverage and affordability.

New, benefits-eligible employees will be provided with benefits enrollment information and should return all paperwork to the Office of Human Resources no later than 30 days from the date of employment. Unless otherwise stated, generally coverage becomes effective within a 30-day period beginning with the date of hire. The University shares in the cost of the premiums for all covered employees.

In October 2006, the Board of Trustees limited the eligibility for current University employees to participate in the post-retirement health care plan. As such, all employees of the University who, as of November 1, 2006 were age 59½ or older, had worked for a minimum of ten years and were enrolled in the University's health care plan on that date, became eligible to participate in the Medicare Supplement Plan upon retirement. Spouses / partners / significant others covered under the eligible employee's plan were also eligible to participate in the Medicare Supplement Plan provided they were enrolled as a dependent as of November 1, 2006. Those employees not meeting all of the eligibility requirements noted above are not able to participate in the Medicare Supplement Plan for retirees.

Details on the health insurance plan carried by the University are available in the Office of Human Resources and may be picked up when applying for these benefits at the time of employment. For answers to specific questions, contact the Office of Human Resources at 419-448-2181.

**Continuation of Coverage:** The Consolidated Omnibus Budget Reconciliation Act (COBRA) allows employees who lose health coverage because of termination or a reduction in the number of hours of employment or employee dependents who lose coverage because of death of the employee, divorce, legal separation or because of the 26-year age limitation for dependent children, to continue their coverage ranging from 18 to 36 months provided:

1. They exercise their option for continual coverage within 60 days after the date of loss of coverage;
2. They pay the full applicable monthly premium plus a 2 percent administrative charge on a timely basis;
3. The employee or dependent does not qualify for coverage under another group health plan or Medicare; and,
4. The University continues to offer the health plan in which the employee or dependent was enrolled.

It is the employee's responsibility to inform the spouse and children of their COBRA rights under the law and to inform the University in writing when a member of your family becomes eligible for COBRA benefits.

## **LONG TERM DISABILITY & LONG TERM CARE**

A base Long Term Disability (LTD) insurance plan and Long Term Care (LTC) Insurance plan is offered to all benefits-eligible employees. (For the purpose of this program only, benefits-eligible employees are those working at least 32 hours per week.) These policies provide a monthly income benefit after a 180-day elimination period, a monthly waiver benefit of retirement annuity payments, and coverage for skilled care nursing facilities.

Employees become eligible for the LTD/LTC benefit effective on the date of hire with a guarantee issue. Employees must complete an application within 30 days from employment. Applications received after the initial open enrollment period must complete an evidence of insurability.

## **LIFE INSURANCE**

All regular full-time employees are eligible for participation in the group term life insurance program on the first day of the month which follows the first day of full time employment. Accidental Death and Dismemberment Benefits are in addition to the life insurance benefits.

All full-time and part-time benefits eligible employees of Heidelberg are covered in the amount of \$ 10,000.00 and the amount of accidental death and dismemberment principal sum insurance is \$ 10,000.00.

Notwithstanding the above, on and after each of the birthdays listed below, your insurance will be reduced to a percentage of the amount of insurance calculated in accordance with the preceding schedule. The percentages are indicated in the following table:

<u>Birthday</u>	<u>Percentage</u>
65 <sup>th</sup>	65%
70 <sup>th</sup>	45%
75 <sup>th</sup>	30%
80 <sup>th</sup> or over	20%

All benefits end upon termination of employment, or the employee may convert this insurance to an individual policy of regular insurance within thirty (30) days of termination of employment or retirement. If any employee is interested in this option, they must contact the Office of Human Resources.

Employees are responsible for updating their beneficiary(ies) for the life insurance program. A [Beneficiary Form](#) may be obtained from the Office of Human Resources.

## **VOLUNTARY VISION, DENTAL, AND SUPPLEMENTAL PROGRAMS**

All benefits eligible employees are able to participate in a variety of voluntary benefits including dental, vision, short-term disability, critical illness, and accident insurance plans. These plans offer varied coverages to meet the different needs of employees. If you are interested in participation in the supplemental programs, contact the Office of Human Resources. Enrollment in these plans outside of an annual open enrollment period may require additional evidence of insurability forms and / or waiting periods.

## **PRE-TAX BENEFIT PLANS**

**Flexible Spending Accounts:** All full-time employees and those employed one-half time or more are eligible to participate in various available Flexible Spending Account Benefit Plans. This flexible benefit programs allow you to pay for [certain eligible expenses](#), per IRS rules, by using pre-tax dollars. You can set up the “account(s)” with “pre-tax” dollars through payroll reduction and use the money you set aside to reimburse yourself. The current flexible benefit plans are:

- Full Flexible Spending Account
- Limited Purpose Flexible Spending Account
- Dependent Care Reimbursement Plan

The Internal Revenue Service has set certain rules and regulations that must be carefully considered before enrolling in a medical reimbursement plan:

- You cannot change your deposit amount during the plan year, unless justified by a change in your family status.
- Medical expenses reimbursed through the Full Flexible Spending Account Benefit Plan cannot be taken as federal income tax deductions.
- Any amount left over in your account after all qualified claims have been processed at the end of the plan year will be forfeited back to the plan.

**Health Savings Account:** A health savings account (HSA) is a personal health care bank account that you can use to pay qualified medical expenses with pre-tax dollars when you are enrolled in a qualified High Deductible Health Plan (HDHP). You are eligible to open and fund an HSA if:

- You are covered by an HSA-eligible High Deductible Health Plan (HDHP).
- You are not covered by your spouse / partner / significant other's health plan that is not an HSA-qualified High Deductible Health Plan, Health Care Flexible Spending Account or Health Reimbursement Account (HRA).
- You are not eligible to be claimed as a dependent on someone else's tax return.
- You are not enrolled in any part of Medicare or TRICARE.
- You have not received Veterans Administration health benefits in the last three months.

Your HSA can be used for your qualified expenses and those of your spouse and dependents, even if they are not covered by the HDHP. Many financial institutions offer HSAs as well as debit cards which can be used to pay for qualified expenses. You must have funds available in your HSA to use an associated debit card. There are no receipts to submit for reimbursement, but you must retain all documentation of your qualified expenses for your tax records. See [IRS Publication 969](#), Health Savings Accounts and Other Tax-Favored Health Plans, for more information.

You own and administer your Health Savings Account and the financial institution of your choice. Several local banks and credit unions offer Health Savings Account products. You determine how much you will contribute to your account, when to use the money to pay for qualified medical expenses, and when to reimburse yourself. HSAs allow you to save and "roll over" money if you do not spend it in the calendar year. The money in this account is always yours, even if you change health plans or jobs. There are no vesting requirements or forfeiture provisions. Additional information regarding eligibility and enrollment can be obtained from the Office of Human Resources.

## RETIREMENT

In addition to Social Security, benefits-eligible employees may participate in the [Teachers Insurance and Annuity Association of America \(TIAA\)](#) plan through a payroll deduction program. The TIAA program is a 403(b) plan, also known as a tax-sheltered annuity program. Employees have access to TIAA representatives, as well as private investment consultants to determine the best investment strategy for their individual needs. Heidelberg University offers two (2) plan options – a defined contribution plan and a supplemental annuity plan. For all participants of the TIAA 403(b) retirement program, a signed Salary Reduction Agreement must be on file. Details of the TIAA retirement plan can be obtained from the Office of Human Resources.

**SUPPORT STAFF – Defined Contribution Plan:** All employees classified as support staff and paid on a bi-weekly basis may participate in a voluntary retirement and benefit program through TIAA. The minimum amount required for participation in the defined contribution plan is 3% bi-weekly of salary. This amount is withheld on a pre-tax basis. For each participant in this voluntary defined contribution retirement plan, and after one year of service, the University will contribute an amount equal to 7% of the bi-weekly compensation during such period as the employee is employed and actively rendering service to the University. There is no minimum amount requirement for the supplemental annuity program. There is no University match / contribution towards the supplemental annuity program. A signed [Salary Reduction Agreement](#) must be on file for participation in this program.

**FACULTY, ADMINISTRATIVE & PROFESSIONAL STAFF – Defined Contribution Plan:** The minimum amount required for participation in the defined contribution plan is 4% bi-weekly of salary. This amount is withheld on a pre-tax basis. After one year of service, for each participant in the defined contribution retirement plan, the University will contribute an amount equal to 7% of compensation during such period as the employee is employed and actively rendering service to the University. Participation is required, as a condition of employment, at the beginning of the fourth year of service. A signed [Salary Reduction Agreement](#) must be on file for participation in this program.

**ALL EMPLOYEES – Voluntary Supplemental Annuity Plan:** As part of the voluntary plan, participants may have any amount up to IRS maximums withheld on a pre-tax basis and deposited in an annuity.

### **EMPLOYEE TUITION REMISSION BENEFIT**

Tuition remission benefits are available to all full-time employees of Heidelberg University after the completion of one year of service. Enrollment is limited to two classes per semester and is dependent on the availability of space in the class. An employee may choose to take a course during the lunch hour or may develop a flexible working hours schedule with their appropriate supervisor. In all cases, an employee is expected to work the total scheduled hours for the work week and in the event additional time is needed, vacation leave may be used. Courses should be scheduled with work expectations and responsibilities in mind. The [Tuition Remission / Tuition Exchange Request](#) must be approved by the employee's immediate supervisor prior to enrolling in courses. If a flexible working hours schedule is determined, it should be documented in writing for the semester in which courses are taken.

Part-time employees, working a minimum of twenty (20) hours per week, may also attend class and tuition remission is pro-rated based on the hours worked. For example, an employee working half-time would be entitled to tuition remission of fifty percent. Approval for enrollment must be obtained from the employee's immediate supervisor.

Because of the intense summer school schedule, enrollment in summer school is limited to two courses per summer. If more than two courses are taken, the employee must pay for the additional course(s) taken.

Employees may receive benefit for one undergraduate and/or one graduate degree. If an additional degree is desired, the cost of courses related to a second degree is the responsibility of the employee.

### **SPOUSE AND PARTNER / SIGNIFICANT OTHER TUITION REMISSION BENEFIT**

Tuition remission benefits for both undergraduate and graduate classes are available to the employee's spouse or partner of all full time employees of Heidelberg University after the employee has completed one year of service. Spouses and partners pay 50% of the stated tuition for both undergraduate and graduate classes. For spouses and partners enrolled in an undergraduate degree-seeking or graduate degree-seeking program prior to November 1, 2011, remission will be at 100%. Enrollment is dependent on the availability of space in the class. The Tuition Remission Authorization Form must be approved by the employee's immediate supervisor prior to enrolling in courses.

### **DEPENDENT CHILDREN TUITION REMISSION BENEFIT**

Eligible children of full-time employees may attend Heidelberg without payment of tuition.

- Children must be unmarried, dependent upon their parents and not over twenty-three years of age unless they have been in military service and dependent upon the parent employed by Heidelberg University.
- Children having been dependent on the employee as a result of adoption or marriage are eligible.
- No more than eight semesters or twelve quarters of full-time undergraduate work are permitted.
- Students in this program must stay in good academic standing as defined by the institution.
- Eligible dependent children may enroll in summer school, but enrollment is limited to two courses per summer.
- Stepchildren are eligible if they are claimed as legal dependents on the tax return or there is a court order.

If the death of a full-time employee occurs after a minimum of seven (7) years of full-time service, the Tuition Remission benefit will apply to the employee's dependent children according to the stipulations above.

## **FEES ASSOCIATED WITH TUITION REMISSION**

Employees, spouses, partners, and dependents are required to pay all fees (except for tuition) associated with enrollment in both undergraduate and graduate courses.

Employees and all dependents should be aware of withdrawal dates from courses in order to avoid charges related to withdrawals after the refund date.

## **TUITION EXCHANGE PROGRAMS**

Heidelberg University participates in two tuition exchange programs:

- [Tuition Exchange](#), a program available to full time faculty and administrators; and,
- [Council of Independent Colleges' Tuition Exchange Program](#), available to all full time employees.

Both of these programs have program restrictions which are not controlled by Heidelberg University. As long as the programs are available to Heidelberg University, dependent children may participate in either of these programs. Information may be obtained from the Office of Human Resources.

In all cases, the employee shall contact the Office of Human Resources one year in advance of participation in Tuition Remission or Tuition Exchange programs.

## **WORKERS' COMPENSATION**

Employees of Heidelberg University are covered by Ohio Workers' Compensation Law with no deduction from the employee's salary. Eligibility for the benefits begins at the time of employment.

Any covered employee, who is injured in the course of or arising out of employment, should file a claim with the Bureau of Workers Compensation. Such a claim must be filed within two (2) years from the date of injury. A [First Report of Injury \(FROI\)](#) originates from the doctors and hospitals that treat such injuries. The FROI is also available from the Office of Human Resources.

If you are injured while performing your assigned duties, your supervisor and the Office of Human Resources should be notified immediately. You should complete an [Incident Form](#). This form will be used to collect information about how the injury occurred, how to prevent reoccurrence, and medical action taken. This form should be submitted to the Director of Campus Safety.

If you are employed with Heidelberg University and are at an off-site location, the Chief Human Resources Officer must be notified within two (2) working days of the injury. You should complete an "Incident Report" and submit it to the Office of Human Resources. Failure to report the injury within the stated time may result in a delay in processing or denial of the claim.

### **Wages During Work Related Injury Leave:**

- a. An injured employee who must miss work due to a work related injury or illness may be offered Wage Continuation. Employees must meet BWC eligibility requirements in order to qualify to receive Wage Continuation. If an employee is offered and elects Wage Continuation, their pay will continue without interruption at their regular full-time wage. Receiving Wage Continuation pay does not affect medical benefits paid through the Bureau of Workers' Compensation (BWC). Employees offered Wage Continuation may refuse and elect to receive BWC Temporary Total (TT) wage replacement benefits instead.
- b. Wage Continuation benefits will continue to be provided by the University for an initial period of two (2) weeks. If the period of disability exceeds two (2) weeks due to the need to complete additional physical therapy, or to arrange for follow-up medical examinations for an anticipated release to work within ten (10) additional days, Wage Continuation may be extended up to a total of four (4) weeks at the discretion of the University.
- c. Once wage continuation has ended, the injured worker may:
  - a. Utilize paid sick leave benefits and remain in paid status; or,

- b. File to receive BWC TT wage replacement benefits from the Bureau of Workers' Compensation. The employee and their physician must complete and submit the BWC form C-84 to the BWC for consideration of TT wage replacement benefits.
- d. Employees are prohibited from receiving payment for sick leave pay or Wage Continuation while simultaneously receiving payment from Worker's Compensation.
- e. When an employee receives compensation through the use of accrued vacation, sick leave, or wage continuation, the employee will continue to accrue vacation leave, sick leave, and retirement contributions, and all payroll deductions will be made.
- f. When an employee receives compensation through BWC Temporary Total wage replacement, sick leave and vacation time does not accrue nor are any retirement contributions or payroll deductions made.
- g. If an employee is off of work due to a work related injury, FMLA will apply regardless if they are receiving wage continuation, using accrued leave, or receiving benefits from the BWC.

**Return-to-Work Policy:** If an employee has an injury or disease resulting in a Workers' Compensation claim that prevents them from returning to their former position, work may be made available based upon the [Physician's Report of Work Ability](#). A modified or transitional work assignment may be considered according to the following guidelines:

- A. To provide the earliest possible safe return to the work site for employees who have sustained job-related injuries or illnesses.
- B. To give employees more options in returning to work rather than waiting for a release to return to regular duty.
- C. To retain qualified employees.
- D. To facilitate a safer working environment by taking more responsibility for injured workers.
- E. To reduce medical costs of worker's compensation claims due to extended work absences.
- F. To reduce indemnity payments of worker's compensation claims when employees could be performing transitional services for the University.

**Modified Duty and Transitional Work Program:** An employee utilizing modified duty performs actual work duties within their temporary restrictions as recommended by their physician. An employee utilizing transitional work performs functions within the modified duty framework, but may also be receiving on site physical therapy or work conditioning. Further distinctions between these programs are as follows:

- **Modified duty** may be made available to work injured employees whose injuries and illness are thought to be temporary. With guidance and approval from an injured worker's medical care provider, they may be permitted to perform useful tasks within their temporary physical limitations. Modified duty is available as a "bridge" to carry the injured worker from physical limitations caused by their injury to full duty status. If offered modified duty, participation is voluntary. If employee refuses modified duty, they may elect to use vacation or sick leave to cover their time off work. If the employee has no additional vacation / sick time and refuses modified duty, then unpaid time off must be taken.
  - **Transitional work** may be made available to work injured employees who qualify. This program is coordinated with the injured worker's care provider, department head, physical therapist, and / or a vocational case manager in an effort to gradually increase the injured worker's physical abilities while on the job until they have reached their full duty capacity. This program may involve on-site physical therapy or a work conditioning program. Transitional work often uses the work itself as a form of therapy through their recovery, requiring more coordination between care providers and the University than if they were on modified duty. Participation in the transitional duty program is voluntary, however, if medically cleared, modified work may be offered if injured worker declines participation in a transitional work plan.
- A. A [Participation Agreement for Temporary Modified Work of Transitional Work Duty](#) shall be completed upon the employee's offer for modified / transitional duty. The agreement shall include the working hours and description of duties. A review of physical limitations will be discussed between the injured employee

and their supervisor, and both parties shall sign the agreement. The agreement shall be updated after each visit with the injured worker's care provider.

- B. Modified duty and transitional work shall be limited to TWELVE (12) weeks combined; however, the University shall have the option to extend the plan as the situation warrants. Any additional extension or consideration of a modified duty or a transitional work plan shall be granted only based on the approval of the Chief Human Resources Officer and supervising department director. Conversely, either program can be terminated prior to the 12 weeks if the injured worker is not making progress, not cooperating with their medical care, or if there is a lack of available work within the injured workers' physical limitations.
- C. Employees participating in modified duty or transitional work will be paid their normal hourly rate. If their physical condition prevents them from working their normal work week hours, (as directed by their medical provider, or the University), supplemental wages will be paid to equal the injured worker's wages earned for their normally scheduled hours.
- D. Any individual while in the modified duty or transitional work program shall be required to provide medical documentation every 2 weeks regarding the status of their injury or disease, including the specific diagnosis and applicable medical restrictions.
- E. At the discretion of the Chief Human Resources Officer and the supervising department director, modified duty for employees involved in non-work related injuries or illnesses may be offered. The following will be considered in making this determination: 1) That the Department has a significant amount of available duties that do not require an excessive amount of physical exertion, 2) The Department does not have a significant amount of persons with Workers' Compensation injuries whereby modified duty for work related injuries and illnesses are already being performed, and 3) The department is consistent in offering modified duty for non-work-related injuries and illnesses. It should be noted that persons with work related injuries or illnesses have priority placement into modified duty programs.
- F. Work related injuries sometimes result in numerous visits to medical care providers for rehabilitative treatment such as physical therapy, or to attend appointments scheduled by the BWC or the employer. Frequently these visits cannot be scheduled outside of an employee's normal working hours, which can result in depletion of an employee's sick leave. This is particularly an issue when the employee must attend therapy several times per week, or be required to travel out of town for appointments scheduled by the BWC.

Administrative leave may be paid for authorized follow-up rehabilitative treatment, or exams required by the BWC or the University. This leave may be granted, providing the employee has returned to a regular work schedule and must take time off from work for specific medical circumstances. The following items detail situations where an employee's time off for authorized medical treatment can be incorporated into their regular workday:

- a. Initial Doctor's visit on day of injury;
- b. When an employee has been required to submit to an exam by the BWC, or the University;
- c. Ongoing rehabilitative treatment appointments (i.e. physical therapy, work conditioning) previously approved by the MCO. Please note that routine follow-up with treating medical care providers requires the use of sick leave or vacation time.

- G. Employees are expected to schedule their ongoing rehabilitative treatments such as physical therapy in such a manner that it does not require excessive time from work; such as towards the end of the day, directly prior to their work day or on a day off from work.

#### **FLEXIBLE WORKING HOURS AND OVERTIME**

Heidelberg University's normal workweek begins at 12:01 a.m. on Sunday and extends through the seven-day period ending at midnight the following Saturday. All non-faculty staff employees paid on a full-time basis are required to work a minimum of 40 hours per work week unless on approved leave status or under a less than 40-hour

appointment as defined in the employee's appointment letter. Part-time employees employed at less than 100 percent full-time equivalent (FTE) are expected to work those hours designated by the employing department as necessary to fulfill the requirements of their positions. Generally, a part-time employee works 20 – 25 hours per workweek.

### **Flexible Working Hours:**

Heidelberg University remains committed to supporting an employee's balance of work / professional responsibilities and personal responsibilities and needs. Departmental management may stagger normal working hours of department personnel consistent with federal and state regulations and in the interest of the operating needs and requirements of the University to best serve the campus community.

The option for a flextime schedule should be available to all personnel, except for those in positions where business necessity requires adherence to a fixed schedule. Those positions should be so designated in advance of implementing flexible working hours. Employees are required to adhere to the schedule set by their supervisors. When personal conflict prevents an employee from adhering to the normal working schedule of the University (e.g., travel time to and from work, daycare conflicts, etc.), the employee may request a flexible working hours schedule for that time or may use vacation leave.

A flexible hours working schedule does not include or permit a non-exempt employee working from home. Non-exempt employees are not permitted to work from home as a flex time or to "make-up" an absence or late arrival. Opportunities to work from home are extremely limited to very rare circumstances and require the advance approval of the Chief Human Resources Officer.

### **Overtime:**

On occasion, an office may need to remain open during hours and days other than 8:00 a.m. and 5:00 p.m., Monday through Friday. The time worked during these occasions count toward the required 40 hours per week for the purposes of calculating overtime pay for non-exempt employees. Employees may be asked to work more than normal hours when operational needs demand it. Additional work must be approved by the department head prior to the work being performed. Working unauthorized overtime may subject a non-exempt employee to disciplinary action. Non-exempt employees may be granted overtime pay for hours worked in excess of 40 hours during the work week. Exempt employees do not earn overtime and are expected to work the hours necessary to complete their essential duties and responsibilities.

- *Example of Overtime:* An employee is normally scheduled for 40 hours of work, 8:00 a.m. – 5:00 p.m., Monday through Friday. On Tuesday, a supervisor asks the employee to work an additional 3 hours on Thursday, extending the work day to 8:00 p.m. The employee works their normal schedule on Friday. The employee worked a total of 43 hours that work week. The employee receives 1 ½ times their regular base rate of pay for 3 hours for that work week.
- *Example of No Overtime:* An employee is normally scheduled for 40 hours of work, 8:00 a.m. – 5:00 p.m., Monday through Friday. On Tuesday, a supervisor asks the employee to work an additional 3 hours on Thursday, extending the work day to 8:00 p.m. Friday is a holiday and the employee receives 8 hours of holiday pay. The employee worked a total of 35 hours that work week and is paid for a total of 43 hours of regular pay. No hours over 40 were worked, thus, no hours are paid as overtime.

As per federal regulations, exempt employees are not eligible to receive overtime pay.

Flex time is permitted with supervisor approval pursuant to the operational needs of the department. Flex time may be granted on an hour-per-hour basis and **must be utilized within the same workweek** in which the extra time was worked.

- *Example of Flex time:* An employee is normally scheduled for 40 hours of work, 8:00 a.m. – 5:00 p.m., Monday through Friday. On Tuesday, a supervisor asks the employee to work an additional 3 hours on Thursday, extending the work day to 8:00 p.m. The employee requests to finish their work day at 2:00 p.m. on Friday. The employee works a total of 40 hours that work week.

If an employee is not able to flex their time within the same work week, then the hours should be recorded to appropriately reflect the additional hours worked and overtime must be paid as is applicable.

Under no circumstances does Heidelberg University permit or allow compensatory (“comp”) time. There should be no informal recordkeeping which permits comp time. Any violations of this policy may subject the employee **and** the supervisor approving the violation to disciplinary action.

### **DIRECT DEPOSIT**

Direct deposit of paychecks is required for all employees. When a payday falls on a holiday or a Sunday, checks are deposited on the next working day. An [Authorization for Direct Deposit form](#) must be completed. Employees may access their payroll earnings, direct deposit allocation, withholding information, and pay stubs by logging on to OASIS.

### **ADVANCES ON PAY**

Heidelberg University does not advance money to employees prior to the pay period.

### **LEAVES OF ABSENCE**

**SICK LEAVE: Administrative & Support Staff Employees:** Heidelberg University grants sick leave at the annual rate of 1 ½ days per month worked to full-time administrative and support staff employees. Sick leave is prorated for part-time administrative and support employees based on the number of hours worked. Full credit for a partial month worked is given to individuals who actually work at least half of the month. Sick time does not accrue during periods of unpaid leave. Sick leave can be accumulated up to a maximum of 90 days (720 hours) of working time.

**Professional Staff & 10-month (non-faculty) Appointments:** Sick leave accrues based upon completed years of service. The accrued sick leave should be used in periods of extended leave (5 days or more) or when leave has been designated as Family and Medical Leave. If the need for leave extends beyond the amount of sick leave accrued, the balance of the leave will be unpaid.

<b>Length of Service</b>	<b>Sick Leave Accrued</b>
Completion of 1 year	144 hours
Completion of 2 years	288 hours
Completion of 3 years	432 hours
Completion of 4 years	576 hours
Completion of 5 years	720 hours

Sick leave may be taken in no less than one-half hour increments. If an employee takes a day off, the number of hours used will be equal to the number of hours the employee was scheduled to work that day. Sick time may be used for recovery from any personal illness or injury or to attend an appointment with a health care provider. Sick leave may also be used to care for a member of the employee’s immediate family during their recovery from injury or illness. For purposes of this section, immediate family includes: spouse, partner / significant other, or child who permanently resides in the employee's home.

The University, through the employee’s supervisor or the Office of Human Resources, reserves the right to request proof of illness from a physician in any case where employees are personally absent due to illness or to substantiate an appointment with a health care provider or to designate leave appropriately under the regulations under the Family and Medical Leave Act of 1993 (FMLA). Beginning with the 3<sup>rd</sup> day of sick leave usage, a physician’s slip will be required to substantiate the need for sick leave. After the 5<sup>th</sup> day of sick leave usage, a physician’s slip clearly detailing the employee’s ability to return to work with no restrictions is required before the employee may return to work. The University reserves the right to request a fit-for-duty examination at the University’s expense.

While an employee is on sick leave, every effort is made to retain the employee's present position; however, some jobs do not permit the University to hold the position open. In such cases, an attempt will be made to reinstate the employee in a position with comparable status and pay. In no case will there be loss of credit of years of service or accrued benefits.

**Procedure For Use of Sick Leave:** Employees should telephone or otherwise notify an immediate supervisor as soon as possible to report an absence from work (i.e. , within the first hour of the work day). If the planned use of sick time is related to a doctor's appointment, the employee should notify the immediate supervisor prior to the appointment. This policy is in place so that the responsibilities of the employee can be met in the most appropriate manner possible.

Each employee is required to report their sick leave usage through OASIS. Sick leave may not be used to "make-up" time due to absence from work that is not for the purposes of a health care appointment, illness, injury, recovery, recuperation for the employee or immediate family member.

**Accumulated Sick Leave:** No accumulated sick pay will be granted upon an employee's termination or resignation from the University. An employee who leaves the service of the University and who is subsequently re-hired to a full-time position within five (5) years, may have their accrued sick leave balance restored at the discretion of the Chief Human Resources Officer.

**EMERGENCY LEAVE:** In the event of extreme misfortune to an employee or immediate family member, emergency leave of up to five (5) days within a fiscal year may be requested by an employee. Approval for emergency leave is determined on a case-by-case basis at the discretion of the Chief Human Resources Officer and the appropriate divisional Vice President.

**BEREAVEMENT OR FUNERAL LEAVE:** Up to five (5) days of paid bereavement leave may be granted for the loss of an immediate family member. Immediate family member is defined as: father, mother, sister, brother, spouse, partner / significant other, child, and grandchild. Bereavement leave for immediate family members may be extended up to five (5) additional days with the use of vacation and / or sick leave.

Up to three (3) days of paid bereavement leave may be granted for the loss of an employee's extended family member. Extended family members include: grandmother, grandfather, mother-in-law, father-in-law, brother-in-law, sister-in-law, son-in-law, and daughter-in-law.

Up to one (1) day of paid bereavement leave may be granted for the loss of an employee's relative other than those already listed. Employee's relative includes aunt, uncle, niece, nephew, or cousin of the employee.

Vacation leave may be requested if additional time is needed and / or for any other funeral or bereavement leave occurrence.

**JURY DUTY:** It is the policy of Heidelberg University to encourage employees to exercise their civic responsibility by performing jury duty service, when called. All employees performing such service are paid their full salary. In addition, all benefits shall remain in effect, and the employee continues to accrue vacation and sick leave while on an excused absence for jury duty. This policy applies to all full-time regular and part-time regular employees within the University community. Upon return to work the employee must present proof of jury duty or subpoenaed-appearance service including dates of service.

**VOTING LEAVE:** Local voting booths are open before and after regular Heidelberg working hours. In addition, all residents of the state of Ohio have the ability to vote in advance of an election day via absentee ballot. For these reasons, voting leave is not granted to employees. Should an employee need additional time to vote, vacation leave may be requested through the employee's supervisor.

**MILITARY LEAVE:** For each period of involuntary service, an employee who is involuntarily called to State or Federal active military duty shall receive up to 30 calendar days of pay. For periods in excess of 30 days, the

employee shall be entitled to receive differential pay (the difference between military basic pay and the employee's regular University earnings for that period of time, if the military pay is lesser). A copy of the military active duty orders and the most recent military wage statement must be provided.

**LEAVE WITHOUT PAY:** A leave of absence of no more than six (6) months may be granted to full-time employees who have completed twenty-four (24) consecutive months of service to the University. Requests for such leaves should be addressed to the employee's immediate supervisor, must include the reason(s) for the requested leave of absence, and requires the approval of both the supervisor and the Chief Human Resources Officer. All paid leave must be exhausted prior requesting leave without pay. An employee who receives a leave of absence without pay may continue health benefits at their expense (COBRA). No seniority is accrued during an unpaid leave of absence. No vacation or sick leave is accrued during an unpaid leave of absence. At the conclusion of six (6) months, an employee who does not return from an unpaid leave of absence is considered to have voluntarily resigned their position.

**VACATION LEAVE:** Vacations are scheduled with the employee's supervisor and every effort will be made to give employees the vacation time of their preference. Conflicts in scheduling of vacations will be resolved on the basis of departmental seniority at the time vacations are scheduled. All vacation requests should be submitted in OASIS and approved in advance by the employee's immediate supervisor. Generally, requests for vacation leave should be requested no less than one (1) workday in advance of the requested dates. Requests for vacation leave of two (2) weeks or more must have supervisory approval at least three (3) months in advance. Vacation leave does not accrue during periods of unpaid leave.

**Non-Exempt Support Staff:** Full-time non-exempt support staff employees shall be granted two (2) weeks paid vacation annually. In addition, full-time non-exempt support staff employees, beginning with the sixth year of service, shall receive annually one additional day for each year served up to a maximum time of 22 days. Accrual begins at the date of hire and continues for each subsequent full month of service. The vacation accrual schedule for full-time non-exempt support staff is as follows:

Years of Service	Rate of Vacation Accrual
0 – 5 years	Accruing Vacation at the rate of 3.076 hours per pay period
6 – 16 years	Accruing Vacation at the rate of 3.076 hours per pay period plus the addition of 0.3076 hours per pay period for each additional year
17+ years	Accruing Vacation at the rate of 6.769 hours per pay period

**Administrative Staff:** Full-time administrative employees shall be granted twenty-two (22) days paid vacation annually. Accrual begins at the date of hire and continues for each subsequent full month of service. The vacation accrual schedule for full-time exempt administrative staff is as follows:

Years of Service	Rate of Vacation Accrual
All	Accruing Vacation at the rate of 14.67 hours per month

**Professional Staff and 10-month Appointments:** Do not accrue or receive vacation leave.

**Part Time Employees:** Regular part-time employees, those considered half-time or more, will receive pro-rata amounts based on the total number of hours worked during each fiscal year. *Example: Support staff employee working 30 hours per week will accrue at the rate of five (5) hours per month.*

**Minimum Use of Vacation Leave:** Vacation leave may be taken in no less than one-half hour increments. If an employee takes a day off, the number of hours used will be equal to the number of hours the employee was scheduled to work on that day.

**Maximum Vacation Accrual / Carryover:** Vacation leave accrues and should be taken on a fiscal year basis, July 1 to June 30. Maximum accrued vacation which can be carried from one fiscal year to the next fiscal year cannot exceed the amount of vacation leave that an employee accrues in one year. Vacation leave which exceeds the maximum

carryover is lost and is not paid out to the employee. *Example: An employee who accrues 3.076 hours of vacation each pay period may carryover 80 hours of vacation from June 30 to July 1.*

**ACCUMULATED VACATION PAY:** When employment at Heidelberg University is terminated or an employee resigns, the employee will receive their accrued but unused vacation leave, up to a maximum of one year's unused accumulated vacation. Accrued but unused vacation leave will be paid with the payroll following the last date worked if appropriate notice of termination or resignation has been submitted with proper notice.

### **FAMILY & MEDICAL LEAVE ACT (FMLA)**

Heidelberg University understands the importance of family issues in today's work force. It also recognizes that more of its employees than ever before face conflicting demands of family obligations and work. Because you may find it necessary to take leave from your job for a temporary period to address certain family responsibilities or your own serious health conditions, Heidelberg University has established leave policies that are in compliance with or exceed the requirements of the Family and Medical Leave Act of 1993 (FMLA).

**Eligibility** - In order to qualify under this policy, you must meet both of the following conditions:

You must have been employed by Heidelberg University for at least 12 months or 52 weeks prior to the leave request. The twelve months, or 52 weeks, need not be consecutive. You must have worked at least 1,250 hours during the 12-month period immediately before the date when the leave would begin.

**Type of Leave Covered** - Heidelberg University will grant an eligible employee family and medical leave during each 12-month period, as defined below, in accordance with the FMLA, if the procedures in this policy are followed and leave is requested for any of the following reasons:

- To care for the employee's newborn child or a child placed with the employee for adoption or foster care.
- To care for the employee's spouse, partner / significant other, son or daughter, or parent, who has a serious health condition.
- Because of a serious health condition that makes the employee unable to perform the employee's job.
- For qualifying exigencies arising out of the fact that the employee's spouse, partner / significant other, son, daughter, or parent is on active duty or called to active duty status as a member of the National Guard or Reserves in support of a contingency operation.

For purposes of this policy, a serious health condition is an illness, injury, or physical or mental condition that involves either:

- Inpatient care (i.e., an overnight stay) in a hospital, hospice, or residential medical-care facility, including any period of incapacity (i.e., inability to work, attend school, or perform other regular daily activities) or subsequent treatment in connection with such inpatient care; or
- Continuing treatment by a health care provider, which includes:
  - A period of incapacity lasting more than three consecutive, full calendar days, and any subsequent treatment or period of incapacity relating to the same condition that also includes: Treatment two or more times by or under the supervision of a health care provider (i.e., in-person visits, the first within 7 days and both within 30 days of the first day of incapacity); or One treatment by a health care provider (i.e., an in-person visit within 7 days of the first day of incapacity) with a continuing regimen of treatment (e.g., prescription medication, physical therapy); or,
  - Any period of incapacity related to pregnancy or for prenatal care. A visit to the health care provider is not necessary for each absence; or,
  - Any period of incapacity or treatment for a chronic serious health condition which continues over an extended period of time, requires periodic visits (at least twice a year) to a health care provider, and may involve occasional episodes of incapacity. A visit to a health care provider is not necessary for each absence; or,

- A period of incapacity that is permanent or long-term due to a condition for which treatment may not be effective. Only supervision by a health care provider is required, rather than active treatment; or,
- Any absences to receive multiple treatments for restorative surgery or for a condition that would likely result in a period of incapacity of more than three days if not treated.

Requests for leave to care for other seriously ill family members or members of an employee's household will be considered on a case-by-case basis.

Leave is also granted to an eligible employee who is a spouse, son, daughter, parent, or next of kin of a current member of the Armed Forces, including a member of the National Guard or Reserves, with a serious injury or illness up to a total of 26 work weeks of unpaid leave during a "single 12-month period" to care for the service member.

Spouses who are both employed by the University are limited to a combined total of 12 workweeks of leave in a 12-month period for the following FMLA-qualifying reasons:

- The birth of a son or daughter and bonding with the newborn child;
- The placement of a son or daughter with the employee for adoption of foster care and bonding with the newly-placed child; and,
- The care of a parent with a serious health condition.

In cases of reduced schedules or intermittent leave, a department supervisor may transfer the employee temporarily to an alternative position to accommodate the needs of the work area. In such situations, the employee's salary rate and benefits should remain the same.

Leave to care for a newborn or a newly adopted child should normally be taken in continuous periods and must be taken within 12 months of the birth or placement of the child. Intermittent leave or reduced schedules may be arranged only if agreed to by both the department supervisor and the employee.

Requests for FMLA leave to exceed 12 weeks will be reviewed in accordance with the circumstances of the requests, considerations of work coverage, and the provision of the University's general policy on leave without pay.

**Requesting FMLA Leave:** Employees are expected to provide as much advance notice of the need for a leave as is possible to allow for planning of coverage in the employee's department. When feasible, 30 days' advance notice of the need for FMLA leave is preferred. A "[Request for FMLA Leave](#)" is available on Server Six, the Heidelberg web site, and the Office of Human Resources.

Certification from a qualified healthcare provider will be required for approval of a leave to care for a seriously ill or injured family member. Such certification should be provided before the leave begins (or in as timely a manner as possible) and should include the following:

- The date on which the illness or condition began
- The estimated duration of the condition
- A statement that the illness or condition warrants the participation of the employee to provide care
- In the case of intermittent leave, the dates and duration of treatments to be given

You must provide the required certification to the University within 15 days of the request or provide a reasonable explanation for the delay. Failure to provide certification may result in denial of leave.

The University may require that a second medical opinion be obtained if it has reason to doubt the certification. This evaluation is done at the expense of the University and must be obtained from a healthcare provider who is not employed by the University whom the University will select. In the event of conflicting opinions, the employee may ask for a third and final provider to offer a binding decision. The University and the employee will jointly select a third doctor and shall share equally the cost of the third opinion. This third opinion will be considered final.

Additional certification may be requested for any extension of a leave period beyond the dates originally approved.

FMLA leave may be paid, unpaid, or a combination of both paid and unpaid leaves. Any paid leave used for an FMLA qualifying reason will be charged against an employee's entitlement to FMLA leave. This includes leave for disability or workers' compensation injury/illness, provided that the leave meets FMLA requirements. The substitution of paid leave for unpaid leave does not extend the 12 workweek leave period.

**Continuation of Benefits during Family and Medical Care Leave:** Health insurance coverage will continue during the family and medical care leave periods, however, the employee is responsible for remitting any premiums / contributions that are due during this time (i.e, health care contribution, voluntary benefit premiums, FSA or HSA contributions).

**Conditions of Return from Family and Medical Care Leave:** At the completion of the approved leave period, an employee will be reinstated to their former position or a position of equivalent classification and pay within the University. A release to return to work may be required.

**FMLA Provisions Specific to Faculty Personnel:** Employees eligible for the following policy are members of the Faculty who have served the University for at least one year and are tenured Faculty; tenure-track Faculty; Faculty on multi-year, renewable contracts; or, designated as Significant Part-time Instructors.

Eligible Faculty members, due to the nature of their nine-month contracts, due to the time constraints of the semester system, and due to the salaried nature of the work, face a unique set of circumstances when the need for family and medical leave arises. For this reason, family and medical leave for full-time Faculty will be administered as follows:

- Faculty members are expected to provide as much advance notice of the need for a leave as is possible to allow for planning of coverage in the employee's department. When feasible, 30 days' advance notice of the need for FMLA leave is preferred. A "Request for FMLA Leave" should be completed when the need for leave is foreseeable.
- When possible, the Chief Human Resources Officer will present the options for the duration of leave with the Faculty member and a preferred option of the following will be determined:
  - On-leave, paid status for up to one semester;
  - Fifty percent course reduction for up to two semesters; or,
  - A leave plan negotiated with the Provost that does not exceed the leave time or benefit offered in either of the above options.
- The Faculty member, when possible, with the Chief Human Resources Officer will present the preferred option to the Department Chair / Director and the Provost in order to finalize the FMLA.
- The Department Chair / Director creates a plan for reassigning the Faculty member's duties, for seeking remuneration for such work through supplemental contracts, or when necessary, for hiring a short-term instructor.

Spouses who are both employed by the University are limited to a combined total of on-leave, paid status for up to one semester.

Questions relating to the provisions and eligibility requirements for FMLA leave should be directed to the Office of Human Resources.

**HOLIDAYS:** The following eleven (11) days are recognized as paid holidays:

- New Year's Eve Day
- New Year's Day
- Martin Luther King Jr. Day
- Good Friday
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving Day

- Day after Thanksgiving
- Christmas Eve Day
- Christmas Day

Whenever reasonably possible, the holiday will be given on the day it occurs. When the University schedule makes it impossible to observe the holiday on the recognized day, it will be made up on a designated date later in the year.

When a recognized holiday falls within an employee's scheduled vacation, the employee will receive holiday pay for that day.

**Additional Holidays:** During the holiday season, all employees may be granted extra time off with pay. This time is in addition to the annual vacation and other holidays listed above. The President of the University and Chief Human Resources Officer will determine and announce dates of additional time off each year, if applicable. An employee may be required to work during these additional holiday times due to the specific needs, programs, or activities of their specific department. When work is required during periods of holiday or break there is no additional compensation earned. There is no guarantee of additional days off with pay.

## SECTION II ADDITIONAL BENEFITS

No listing of fringe benefits would be complete without mentioning the invaluable benefits of being a part of the Heidelberg University community. The availability of a fine library, the opportunity to hear stimulating lectures and good music, to see exciting athletic contests, and the intellectually challenging environment are among the benefits enjoyed by a Heidelberg University employee.

**ATHLETIC PRIVILEGES:** The presentation of the University I.D. will entitle the holder, spouse or partner, and the employee's dependent child(ren) under the age of 18 free admission to home games. Play-off games and special athletic events are not included. Tickets can be purchased at the Athletic Department.

**UNIVERSITY BOOKSTORE:** The Heidelberg University Bookstore, located in the Campus Center, offers a varied line of textbooks, paperback books, educational supplies, and novelty items.

**CAMPUS FUNCTIONS:** Most of the campus educational and cultural events are open to the public. All employees and their families are welcome to attend those open events. For many events, there is no admission charge; for some, a small admission charge is collected.

**IDENTIFICATION CARD:** Heidelberg University issues identification cards to all regular employees, full- and part-time. These cards are valid for the length of employment. A new identification card will be issued to replace a lost or stolen card.

Employees who leave the University are required to return their identification cards to their supervisor or at the time of an exit interview.

The identification card permits employees to borrow books from the library and admits them and their immediate families to home sporting events. The card also provides admittance to events limited to members of the University community and gives employees a 10% discount at the University Bookstore on supplies, gift items, and clothing.

**LIBRARY FACILITIES:** The services of Beeghly Library are available to employees upon presentation of the University I.D.

**SAURWEIN HEALTH & WELLNESS CENTER:** The health and wellness exercise equipment and group fitness classes are available to employees and their spouse / partner. Employees should register with the Director of Recreation Facilities in order to utilize the Center's offerings.

SECTION III  
FORMS



**REQUEST FOR LEAVE**

EMPLOYEE NAME \_\_\_\_\_ DATE \_\_\_\_\_

Office or Department \_\_\_\_\_

**Request Leave For the following reason:**

\_\_\_\_\_ **Funeral Leave:** Name / Relationship: \_\_\_\_\_ on \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Additional Sick / Vacation hours requested: \_\_\_\_\_

Please submit documentation of relationship (i.e., specifically named in an obituary) and verification of attendance at the funeral (statement from clergy / funeral director).

\_\_\_\_\_ **Military Leave:**  with pay  with differential pay

Please attach your military orders specifying date of leave and monthly rate of pay.

\_\_\_\_\_ **Court / Jury Duty:** Beginning \_\_\_\_ / \_\_\_\_ / \_\_\_\_ and ending \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Please attach a copy of subpoena or summons ordering you to report for jury duty.

\_\_\_\_\_ **Work Related Injury** – An Incident / Accident Report **MUST** be on file with Human Resources.

\_\_\_\_\_ **Leave without Pay:** Reason: \_\_\_\_\_

**Total Hours Requested**

*I do certify the statements herein to be true and factual. I understand that payment for jury duty, military leave and work-related injuries may be withheld until all information I have stated on this application is verified and until I have complied with all rules and regulations as stated on this application and in the University's Handbook for Administrative & Support Staff. Further, I understand that falsification of this application may constitute fraud, may result in a refund by me to the University, and/or may result in disciplinary procedures, up to and including dismissal.*

**Employee Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

Hours Accrued Prior to Above Request: \_\_\_\_\_ Sick Leave \_\_\_\_\_ Vacation \_\_\_\_\_

**Supervisor / Department Head Action:**

\_\_\_\_\_ Approved

\_\_\_\_\_ Disapproved; Reason: \_\_\_\_\_

**Supervisor's Signature:** \_\_\_\_\_ **Date** \_\_\_\_\_

**HEIDELBERG UNIVERSITY EMPLOYEE REQUEST  
FOR FAMILY AND MEDICAL LEAVE ACT (FMLA) ABSENCE**

*To be completed by employee and / or supervisor, and submitted to the Office of Human Resources.*

Name: \_\_\_\_\_ Department: \_\_\_\_\_

Title: \_\_\_\_\_ Date of Hire: \_\_\_\_\_

Supervisor: \_\_\_\_\_ Date Notified by Employee: \_\_\_\_\_

Does your spouse also work for the University? \_\_\_\_\_

**Reason for requesting leave: (check applicable category)**

- The birth of my child and / or to care for the newborn child.
- The adoption or foster care placement of a child with me.
- To care for my  spouse,  son,  daughter, or  parent because such family member has a serious health condition.
- Due to my own serious health condition that makes me unable to perform the functions of my position.
- Due to a qualifying exigency arising out of the fact that my  spouse,  son,  daughter, or  parent is on active duty in support of a contingency operation as either  a member of the National Guard or Reserves or  a retired member of the Regular Armed Forces or Reserves.
- To care for my  spouse,  son,  daughter,  parent or  blood relative for whom I am next of kin because such family member is a covered service member with a serious injury or illness.

**Anticipated start date of leave:** \_\_\_\_\_ **Anticipated date of return to work:** \_\_\_\_\_

**Is this a request for  continuous leave or  intermittent/reduced schedule leave?**

If for intermittent/reduced schedule leave, please explain the reason why intermittent/reduced schedule leave is necessary:

\_\_\_\_\_  
\_\_\_\_\_

**NOTE:** *An employee requesting leave for the employee's serious health condition; the serious health condition of the employee's spouse, child or parent; a qualifying exigency; or to care for a covered service member with a serious injury or illness must submit a verifying certification from a physician or other appropriate party within fifteen (15) calendar days of this request for leave.*

*Use of accrued paid leave is required to be used to the extent the employee qualifies for that leave (vacation and / or sick) until exhausted. Paid leave runs concurrent with FMLA leave and at the end of any paid leave, the remainder of the FMLA leave may be without pay.*

*I understand that a failure to return to work at the end of my leave period may be treated as a resignation unless an extension has been agreed upon and approved in writing by the University's Office of Human Resources. I also understand that to return from a leave for my own personal health condition, I must present medical certification that I am able to return to work and perform the essential functions of my job.*

**Employee Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**REQUEST RECEIVED BY:**

Supervisor: \_\_\_\_\_ Date: \_\_\_\_\_

Office of Human Resources: \_\_\_\_\_ Date: \_\_\_\_\_