Standard Operating Procedure for Payment for Leave

Standard Operating Procedure for Payment for Leave (general)

1. Accrual and use of leave (including annual leave and sick leave) are defined in Human Resource policies.
2. Funding of leave will be the same as funding for work activities. That is, no changes in PEARs are necessary for leave.

Standard Operating Procedure for Payment for Leave (extended)

1. We adhere to the rules for job protection and unpaid leave as defined by the Family and Medical Leave Act of 1993 (FMLA).
2. Use of paid and unpaid leave for FMLA are as defined in Human Resources Management Policy 30 as follows:
   a. An eligible employee is required to use all accrued sick leave before requesting to use annual leave or leave without pay.
   b. An eligible employee who is unable to work due to the serious health condition of a spouse, child, or parent is required to use all available family sick leave (10 days [80 hours] per calendar year) before using annual leave or leave without pay. (Except for the 10 days mentioned above, an eligible employee may not use his/her own personal available sick leave to care for a spouse, child, or parent.)
   c. FMLA leave shall run concurrently with other leave and all leave taken shall be charged against appropriate leave balances.
3. Funding of extended leave will be the same as funding for work activities (see above). This shall be the same for grants with the following exceptions:
   a. extended leave to be charged to the grant will not exceed 90 days unless prior approval is given by the granting agency
   b. the granting agency or foundation specifically limits the amount of leave that may be attributed to a grant.
   c. the principle investigator (PI) requests an alternate source of funding for an employee who is currently funded by a grant.