## **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.