

## ARTICLE EIGHT LEAVE

### 8.1 Paid leave

8.1.1 Faculty members who are required to serve on a jury, to report to court in person in response to a jury duty summons, to report for jury examination, or to qualify for jury duty shall incur no loss in pay. No claims will be made on any form of compensation which a court may provide such Faculty members. In order to avoid a loss in pay, the Faculty member must provide written notice to their Dean at least fifteen (15) business days prior to reporting for jury duty.

8.1.2 Bereavement leave for full-time Faculty, a minimum of two (2) business days, and a maximum of five (5) business days per occurrence, for the death of a member of the immediate family is granted without loss of pay. Immediate family is defined as including spouse or domestic partner, brother, sister, child, parent or parent-in-law, or any other relative living in the household. A maximum of three (3) days bereavement leave shall be granted for the death of grandparents, grandchildren, brother-in-law and sister-in-law. In order to receive leave under this Section, the Faculty member must submit a written request to their Dean and receive approval for the specific number of bereavement days.

8.1.2.1 The Dean, prior to the use of the leave must approve the total number of days of bereavement that are to be granted for each occurrence. The Dean will notify Human Resources.

8.1.2.2 Written requests for bereavement leave by Faculty who are not covered in 8.1.2 shall be submitted to their Dean for consideration and approval.

### 8.2 Unpaid leave

8.2.1 A Faculty member may request an unpaid leave for up to twelve (12) months. Requests for leave under this Section must be submitted in writing to their Dean. If the request is granted by the Provost or designee, the Faculty member may continue to participate in the medical and dental plan on a full contributory basis. Seniority remains, but does not accrue during this leave.

### 8.3 Family Medical Leave (FMLA)

8.3.1 A Faculty member may request in writing a leave of absence in accordance with the University's FMLA policies by completing the request forms and process through Human Resources. Leave may be granted for up to twelve (12) weeks. Faculty members returning from

FMLA must present a doctor's certification to return to work if the leave is for their own illness or injury.