

Personal Leave Policy

POLICY STATEMENT

This policy addresses the qualifications, duration, and approval of Leaves of a personal nature.

REASON FOR THE POLICY

Employees may request time off that is not covered by any State or Federal Leaves (FMLA, CFRA, PDL, ADA, etc.). This policy covers the employee's rights and responsibilities during such a leave, as well as the procedures for requesting and implementing the personal leave.

POLICY

Employees may request a personal leave of absence without pay for a reasonable period of time of up to six (6) months. Unpaid leaves of absence for personal reasons may be approved by the employee's department head, with the concurrence of the appropriate vice president, for a period not to exceed six months. A leave may be extended for a reasonable period due to special circumstances, as determined on an individual basis, only if approved by the President, the Provost, or Divisional Executive Vice President in consultation with the Chief Human Resources Officer of the University.

Personal Leaves of absence are not guaranteed. Requests for such leaves of absence will be considered on the basis of a combination of factors, including the employee's length of service, performance, position, responsibility level, the reason for the request, whether other individuals are already out on leave, and the expected impact of the leave on the employee's department and university operations. Personal Leaves are not granted for the purposes of pursuing other employment, however, this is not meant to preclude approved leaves for accepting Visiting Professorships at other institutions.

Initial requests for Personal Leave and leave extensions must be submitted in writing, approved by the head of the employee's department, and acknowledged in writing by Human Resources before the leave or extension period begins. The university is not able to guarantee reinstatement from a leave in all circumstances but will make a reasonable effort to return an employee to his or her former position or a comparable position for which the employee is qualified. It is the employee's responsibility to be available and report to work at the end of the approved Personal Leave. If an employee does not return to work as scheduled at the conclusion of the Personal Leave and does not obtain an extension of the leave, his/her employment will be terminated.

Employees do not earn or accrue any vacation and sick leave benefits during the period of an unpaid personal leave of absence. University-sponsored benefits (health, welfare and pension benefit plans) are discontinued for an employee on approved personal leave without pay. An employee may, however, be eligible to apply for the continuation of certain health and welfare benefits under the provisions of COBRA.

OFFICE RESPONSIBLE FOR THE POLICY

Human Resources

Contact: Tim Frenchcampbell, frenchca@chapman.edu, 714-997-6979

WEBSITE ADDRESS FOR THIS POLICY

https://www.chapman.edu/faculty-staff/human-resources/_files/policies/personal-leave-policy.pdf

WHO APPROVED THIS POLICY

Senior Staff

Date Approved: 9/8/2020

(signed)

President

PUBLICATION DATES:

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RELATED MATERIALS:

N/A