



Universal State Personnel System Policy LEAVE

July 1, 2007

Generally: Effective leave management requires balancing productivity, legal requirements, and employee needs. The State has detailed rules related to Time Off as outlined in Chapter 5 of the State Personnel Board Rules and Director's Administrative Procedures. These rules address the State's policies related to annual leave, sick leave, leave sharing, holiday leave, bereavement leave, military leave, jury leave, administrative leave, unpaid leave such as short-term disability, voluntary furlough, and victim protection, and family medical leave.

The State Personnel Board Rules and Director's [Rules](#).

The State Personnel Board Rules and Director's [Rules Index](#).

[Technical Guidance](#)

The State has developed this universal application of statewide leave policy in order to implement these rules. Because understanding and coordinating the various types of leave can become complex, employees and supervisors should consult with their human resource office for additional guidance. Employees must continue to follow all established processes for requesting leave in advance and coordinating work schedules.

Bereavement Leave: Employees may request, in writing, up to 40 hours of paid bereavement leave in connection with the death of a person with whom the employee has a relationship. Employees and supervisors must engage in a dialogue to determine a fair and reasonable amount of leave based on the individual circumstances and the employee's relationship to the deceased. The purpose of the leave is to provide time for employees to deal with personal needs during the grieving process and attend any services in connection with a death. Documentation may be required when deemed necessary by the supervisor.

If the employee has a compelling need for additional time off beyond the 40 hours, a written request (which may be made via email) shall be submitted to the employee's department head or designee, with a copy submitted to the employee's supervisor. Such a request should outline the amount of additional time requested and the reasons for the request. Administrative leave for additional time may be approved in writing by the department head or designee.

Sick Leave, Pregnancy, and Birth: There has been some confusion related to the appropriate use of sick leave for the birth of a child. Therefore, this policy seeks to clarify this issue and ensure the consistent application of Director's Rule 5-5 in a gender neutral manner and in conjunction with a medical certification. Either parent may utilize a combination of available sick leave or annual leave for the diagnostic and preventative examinations, treatment and recovery related to pregnancy and childbirth as well as for subsequent health needs and care of the employee's child and/or spouse following childbirth.

Leave Sharing During Short Term Disability (STD) Waiting Period

During the Short-Term Disability (STD) waiting period, if an employee has exhausted all sick and annual leave, departments may adjust their programs to allow leave sharing for qualified events to cover the remainder of the STD waiting period. However, donated leave may not be used to make the employee's salary whole once STD salary replacement begins nor extend the 30 day waiting period.

Enforcement: Any substantiated abuse of this policy may be subject to corrective or disciplinary action including termination of employment.