



### **3344-62- 10 Leaves of absence**

Short leaves ranging from a day to a week, which are sought for professional purposes, such as to attend a professional convention, require written notification of and authorization by the director of the university library or designee. The librarian may be required to demonstrate that the absence will not unduly inconvenience or burden colleagues and that adequate library services will be maintained during the absence. For extended leaves of more than one week, a written request must be submitted sufficiently in advance to allow adequate consideration and response by the director of the university library or designee.

#### **(A) Leaves with pay**

##### **(1) Military reserve leave**

As a general rule, librarians who participate in military reserve programs should take their training during the summer months. Leave with pay will be granted, however, to members of the national guard and other armed forces for up to thirty-one (31) days each contract year.

##### **(2) Judicial leave**

Leave with pay is granted when a librarian is called for jury duty or is subpoenaed to testify as a witness before any court or governmental hearing body.

#### **(B) Leaves without pay**

##### **(1) Military service leave**

The provisions of state and federal law shall prevail for all aspects of military leave, including request for and return from such leave.

##### **(2) Special leave**

Librarians may apply for and may be granted a leave of absence without pay for reasons such as study, research, professional employment, vacation, or other personal or professional reasons

not specified in these policies. Bargaining unit librarians continue accruing seniority while on special leave of absence. Periods of leave without pay may be credited as professional service in consideration of promotion and increments. University benefits shall continue during a period of special leave as permitted by law and with approval of the president, provided that the librarian on leave makes proper arrangements to pay any premiums on all continuing benefit programs.

(3) Family and Medical Leave Act (FMLA)

The university library shall meet and comply with the requirements of the Family and Medical Leave Act of 1993 (FMLA) and all regulations issued pertaining to it.

<b>Policy Name:</b>	Leaves of Absences
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