

**Article 17  
LEAVES**

**A. MILITARY LEAVE**

- B. ASEs who are called to active military service will be provided leave from their current positions to fulfill their military obligations. Military leave will be paid to the extent required by applicable law.

**C. SHORT-TERM FAMILY-RELATED LEAVE**

1. Upon request from an ASE, and subject to the provisions of this article, the University will grant an ASE's reasonable request for leave of absence of appropriate duration due to:

- a. personal illness and/or disability;
- b. birth, adoption, or care of a child or family member as defined below in Section G; or
- c. family emergencies.

**2. Paid Medical Leave and Family Leave**

Leaves in Section B.1 shall be paid leaves for salaried ASEs and shall be unpaid for hourly ASEs. The period of paid leave under Section B.1 shall be no more than two (2) days for ASEs appointed at 50% for a regular academic quarter three (3) days for ASEs appointed at 50% for a regular academic semester. For ASEs who are employed for other than 50% FTE, the amount of paid leave as covered in Section B.1 will be prorated.

**2. Unpaid Medical Leave and Family Leave.**

Unpaid leave may be granted for periods beyond the terms of leaves in Section 2, but shall not exceed the end of the appointment period. These leaves may be paid (in whole or in part) for reasons defined in Section 1 and at the sole discretion of the department or hiring unit.

**D. LONG-TERM FAMILY-RELATED LEAVE**

Upon request from an eligible ASE, and subject to the provisions of this article, the University will grant an ASE's reasonable request for long-term leave of absence during the academic year. Whenever possible leave should be requested at least thirty (30) days in advance of the begin date of the leave. The leaves described below may be combined for a maximum of four (4) weeks of leave during the academic year. The leave cannot be continued beyond the end date of the ASE's appointment.

**1. Childbearing**

A salaried ASE who bears a child shall be eligible to receive up to four (4) weeks of paid leave for childbirth or related medical conditions for the period prior to, during, and after childbirth.

**2. Other Leave**

A salaried ASE shall be eligible to receive up to two (2) weeks of paid leave for the serious health condition, as defined under the Family Medical Leave Act (FMLA), of the ASE or the ASE's family member, as defined in Section G. Additionally, this leave may be used for the care and bonding with an ASE's newborn or newly adopted child.

An ASE receiving paid accommodation or leave for child birth, illness or injury from any other source within the University will not be eligible to receive leave pursuant to this section.

**E. BEREAVEMENT LEAVE**

The University will grant an ASE's reasonable request for bereavement leave due to the death of a family member as defined in Section G. The period of leave for bereavement shall be up to three (3) days per occurrence. Salaried ASEs shall be granted up to three (3) days pay for bereavement on those days the employee was previously scheduled to work. Nothing in this section shall preclude departments or hiring units from granting a longer period of paid bereavement leave when they determine the need to do so.

**F. JURY DUTY**

An ASE shall be eligible for a jury leave. Jury leave is leave with pay to serve on jury duty. Verification of actual service for jury duty shall be provided by the ASE to the University upon request. Pay for jury duty will not continue beyond the end date of the ASE's appointment.

**G. OTHER LEAVES**

Other leaves, including but not limited to leave for service to government agencies and leave to attend professional meetings may be granted with or without pay at the University's sole discretion or if required by applicable law.

**H. DEFINITION OF FAMILY MEMBER**

Family member is defined as one's mother, father, sister, brother, parent-in-law, spouse, domestic partner, parent of domestic partner, grandparent, grandchild, child, step or foster child (including children of domestic partner).

**I. REQUEST FOR LEAVE AND COVERAGE**

In order to ensure proper coverage for leaves other than long-term leaves, ASEs are expected to contact the supervisor to request leave as soon as the need for the leave becomes known but not less than one (1) working day in advance of the commencement of the leave unless the leave is unanticipated personal or family illness or bereavement. Requests for leave shall be made in writing with information about the nature of the leave and probable duration. Upon request, the ASE's request will include appropriate documentation. While it is the University's responsibility to make arrangements for coverage, the ASE will assist as reasonably possible.