

# Valparaiso University

## LEAVE OF ABSENCE POLICY

A leave of absence may be granted to full-time employees who have worked for the University for at least twelve (12) months for any of the following reasons:

1. Personal Health;
2. Illness or death in the immediate family; or
3. Provisions under the Family and Medical Leave Act.

An employee who requests a leave of absence, regardless of the length of time, must submit a prior written request to the Office of Human Resource Services, indicating the date on which the leave will begin, reason for requesting the leave and anticipated date to return to work. The written request must be submitted with at least four weeks' notice and must be approved by the department head. In emergency situations, management may waive the four weeks' notice requirement.

If an employee fails to return to work on the anticipated date, or fails to obtain management approval of an extension before the anticipated return date, the employee will be considered to have voluntarily resigned.

An approved leave of absence may not exceed the length of the employee's service, or twelve (12) months, whichever is shorter. If an employee has not returned to work after that time period, the employee will be terminated from the University.

When a leave of absence exceeds twelve (12) weeks, seniority shall not accrue and the employee shall not receive the following company-sponsored benefits unless the employee promptly pays the entire cost of the following benefits: Medical Insurance, Dental Insurance, Vision Insurance, and Life Insurance. In addition, during a leave of absence, no University benefits will be accrued.

Valparaiso University reserves the right to extend the duration of an approved leave of absence when such an extension is determined necessary or appropriate in the sole discretion of a committee comprised of the President, the head of the division in which the employee works and the Director of Human Resource Services.

Valparaiso University also reserves the right to permanently replace an employee during an approved leave of absence. While the University will endeavor to return the employee to her/his previous position, the University cannot guarantee such