



HUMAN RESOURCES

GREAT JOBS, GREAT LIVES™

# SPECIAL AND PARTIAL LEAVES

## 1.0 POLICY

1.1 A leave of up to 90 days may be granted for employees for personal reasons that involve special or unusual circumstances.

## 2.0 SCOPE

2.1 This policy applies to full-time and regular part-time employees, where identified.

## 3.0 PROCEDURE

3.1 Special and Partial (Personal) Leaves

3.1.1 The University will comply with the laws and regulations regarding military leave. Due to the complexity of the laws and regulations, all questions should be directed to Human Resources.

3.1.2 Such leaves will only be granted if schedules and workload permit time away from work.

3.1.3 During partial leaves, employees will receive pay for time worked.

Effective: 02/01/2000