

**Note: This policy will be effective July 1, 2014.**

**ADMINISTRATIVE POLICY TYPE: HUMAN RESOURCES**

**POLICY TITLE: Leaves of Absence**

Fox Valley Technical Colleges provides a variety of leaves to full- and part-time regular management, support staff, and faculty employees. A leave of absence is defined as an approved absence from work for a specified period of time for medical, parental, military or personal reasons. For any of these leaves outlined below, contact Human Resources for more detailed information.

**Bereavement Leave**

In the event of the death of a member of an employee's immediate family (spouse, child, parent, sibling, or person residing with the employee), an employee shall be granted four (4) days with pay in each case. An employee shall be granted two (2) days with pay in each case of the death of the employee's mother-in-law, father-in-law, sister-in-law, brother-in-law, daughter-in-law, son-in-law, aunt, uncle, grandmother, grandfather, or grandchild. An employee shall be granted one (1) day with pay in each case of the death of an employee's relative (including step relatives) or an individual who holds a significant relationship to the employee who is not listed in either of the previous categories.

**Dependent Care Leave**

An employee may be granted an unpaid leave of absence of up to one (1) full year for the purpose of rearing his/her child or attempting to officially qualify for adoption, or caring for his/her child, spouse or parent who has a serious health condition. Only one (1) member of a family may take a dependent care leave.

**Emergency Leave**

Emergency leave is separate from sick leave and is to be used for bereavement not covered by bereavement leave, serious illness of a family member, other emergencies of a personal nature, or when district facilities are closed due to inclement weather or other emergencies.

**Family and Medical Leave**

Family and medical leave will be granted pursuant to state and federal law.

**Adopted: 09/29/86**  
**Reorganized: 06/24/97**  
**Reviewed: 10/02/13**  
**Revised: xx/xx/xx**

**IV.O**  
**Page 1 of 2**

## **Jury Duty**

Jury duty is a time in which an employee is requested by a court to serve on a jury. An employee who serves on a jury shall receive the difference between his or her per diem rate received as a juror and his or her regular earnings for the time spent on the jury.

## **Military Leave**

Military leaves of absence, benefits and reinstatements will be granted pursuant to state and federal law. Military leave is provided without pay.

## **Occupational Leave**

Occupational leaves may be granted to employees whose career development will be enhanced by outside occupational experience.

## **Sabbatical Leave**

Sabbatical leave may be granted to employees for the purposes of study or research in the employee's major area of preparation and in line with his or her work.

## **Sick Leave**

Sick leave is provided so that employees will not suffer loss of pay due to time off caused by an occasional or long term illness. Sick leave is to be used only for the illness of the employee.

## **Unpaid Leave**

An unpaid leave may be granted for:

1. Personal illness or injury after using up accumulated sick leave.
2. Other unique situations that may arise and will be dealt with on a case-by-case basis.

## **Work-Related Injury**

Absence due to injury in the course of an employee's employment and approved by the workers' compensation insurance company will not be charged against employee's sick leave days.