

FACULTY LEAVE (Andrews University Working Policy)

MEDICAL LEAVE 2:391

Faculty and salaried personnel ordinarily remain on the payroll for up to six weeks within a given twelve month period for temporary absences from work due to illness, injury, hospitalization, or pregnancy. Arrangements for absences due to medical reasons should be made with the department chair or supervisor. See policy # 1:733.

Where deterioration in an employee's work performance may be due to a physical or mental condition the department chair in consultation with the dean of the school and the Office of Human Resources may counsel the employee to take sick leave.

Before returning to work, the faculty or salaried staff member may be required to submit a physician's statement stipulating any temporary restrictions or limitations placed on his/her work program.

FAMILY MEDICAL LEAVE 2:391:1

Employees with 12 months employment with the University may be entitled to an unpaid leave of up to 12 weeks per year under the Family and Medical Leave Act. Such a leave will be unpaid. Where both spouses are employed by the University, the leave will be a total of 12 weeks for both spouses unless the leave is for the serious illness of the employee or a child. During the term of a leave, the employee is entitled to regular benefits as applicable. The employee is required to pay the contribution to health care assistance which falls due during the leave. Upon return to work after the leave, the employee is reinstated to the original job, or if that is not possible, to an equivalent job. For further details, see policy # 4:4-140 and contact the Office of Human Resources.

DISABILITY LEAVE 2:392

When a faculty member is found by a physician to be medically or psychologically unfit to return to full-time employment after an absence from work of six weeks, he/she shall be granted a temporary disability leave for up to six months. A temporary disability leave can only be granted by the president after counsel with the appropriate administrators and the provost. Should a faculty member remain disabled after six months coordination with long term disability insurance coverage will be considered. Continuation of employment will require the approval of the Financial Management Committee and the Board of Trustees.

FUNERAL LEAVE 2:393

Faculty members attending the funeral of a member of the immediate family are allowed a funeral leave of up to three regular working days with salary or pay. Immediate family includes grandparents, parents, husband, wife, brother, sister, mother-in-law, father-in-law, and children, stepchildren and grandchildren of the employee or spouse.

VACATIONS AND HOLIDAYS 2:394

Each teacher is eligible for an annual vacation on the following basis: two weeks vacation after one full year of service, three weeks annual vacation after seven full years of service, or four weeks annual vacation after fifteen full years of service. Travel time is counted as vacation time. A vacation week equals five working days. Faculty members should inform the chair of their itinerary and how they may be contacted in an emergency when traveling away from the campus.

Vacation time should be taken annually. However, up to two weeks of unused vacation time may be carried to the succeeding academic year when requested by the faculty member and approved by the director of Human Resources. Any remaining unused time does not accumulate. Not more than six weeks vacation may be taken in any one year. A request to transfer unused vacation time to the following year must be submitted to the Office of Human Resources by June 30.

The number of paid holidays granted in any one year is limited to nine. Leave beyond the paid holidays is treated as a part of the annual vacation.

During the breaks between academic terms (other than paid holidays) faculty not on vacation are to engage in professional work.