

Andrews University

Leave of Absence Request

Name:	Date:
Department:	Job Title:
Social Security Number:	AU ID number:

The university policy regarding leaves of absence is as follows:

Personal leave – Leaves of absence are to be considered as an exception. A personal leave of absence is authorized time off without pay or salary. After you have worked as a regular full-time employee for at least one year, a request for a personal leave of absence may be considered by the president and/or the Board of Trustees upon the recommendation of the department head and the appropriate vice president.

The department head or manager and the appropriate administrative officer may grant personal leaves of absence of up to one month for staff member.

Please complete the appropriate leave of absence application and submit it to the Human Resources Director.

The director of Human Resources will verify your eligibility to approval, and administer the leave of absence once it has been approved. Plan to request a leave of absence only under very specific circumstances, and where possible four months before the leave is to begin.

University policies regarding a personal leave of absence are as follows:

1. Wages are not paid during the employee's absence.
2. Holidays will not be paid that fall within this period.
3. Vacation and sick time will not accrue.
4. No other benefits or subsidies will be paid, or service credit accrue.
5. Hospital insurance may be continued at the employee's cost for a maximum of one year (subject to approval by the insurance company) if arrangements are made with Human Resources in advance and payments are made before the employee's leave of absence begins.
6. The staff employee's position will be kept available if possible. If the employee's department is not able to keep the position available, effort will be made to place the employee in a similar position but the University cannot guarantee the same duties or rate of pay.
7. And accrued vacation time must be used before a leave of absence begins.
8. Extensions of a leave of absence must be approved in writing prior to the expiration of the employee's original leave. These will be granted in the same manner as the original leave. Failure to return after the expiration of the leave of absence subjects the employee to termination.

Temporary Disability Leave – The University policies regarding a personal leave of absence also pertain to a temporary disability leave of absence with the following exceptions:

1. The leave may be extended if complications are involved.
2. Hourly employees are required to use their accrued sick time prior to taking a temporary disability leave of absence.
3. Prior to returning to work, the employee is required to present a physician's statement to the department head giving approval for returning to work.
4. The University reserves the right to require a statement from the employee's physician permitting continuance of employment of an employee if the job endangers the employee's health in the opinion of the department head in consultation with the appropriate administrative officer.
5. As soon as an employee is aware that an anticipated temporary disability leave of absence is necessary, the University requires form the employee's physician the recommended commencement and termination time for the leave.

I have read the above policy in its entirety and understand its limitations.

I hereby request that I be granted a Leave of Absence from (date) _____ to (date) _____
 Personal, Illness, Maternity, Educational, Other _____

Employee's Signature _____

Approval Recommended:

Department Head	Date	Director Human Resources	Date
Leave of Absence Approved: _____			
(Title)			