



University of New Haven

Human Resources Policy/Procedure

Policy / Procedure Title	Applicability / Scope	Purpose	Effective Date	Responsible Party	Pages
Personal Leave of Absence / Voluntary Reduction in Hours Program Policy & Procedure	Administrative Employees & Clerical Union Employees	Provides the guidelines associated with an employees' voluntary request for unpaid time off	3/25/2020	Vice President Human Resources	2

This policy enables departments to manage departmental costs by allowing eligible employees to take voluntary unpaid time off during exceptional circumstances and/or during decelerating work load periods. This leave is strictly voluntary in nature initiated by the employee and in no way should it be interpreted that the University of New Haven (the "University") and/or any of its representatives made the leave mandatory. This policy sets forth the guidelines of eligibility, application and the approval process for employees who wish to participate in this program. There will be no severing of the employer/employee relationship as a result of the approval or throughout the entire duration of this voluntary leave. The University reserves the right to modify the terms and conditions of this policy as it deems necessary or to terminate this policy without prior notification.

Eligibility

- Administrative and Clerical Employees who have completed their probationary period are eligible to apply for a voluntary unpaid leaves of absence for up to two (2) months.
- The following are not eligible to apply for Voluntary Unpaid Leave:
 - Probationary Employees;
 - Employees who are on medical leave or workers compensation;
 - Administrative employees with a Performance Rating below a 3.
 - Employees who have exhausted all Federal, State, Union or University FMLA entitlement.

Application Request

Eligible employees can request a voluntary unpaid leave of absence by completing the "Voluntary Unpaid Leave of Absence Request" form and submitting it to their direct supervisor.

This document is a summary of a University policy, procedure and/or guideline. All policies, procedures and/or guidelines described herein may be modified or discontinued at any time, for any reason at the University's full and sole discretion. No policy, procedure and/or guideline should be construed as a contract or term or condition of employment between an employee and the University. This policy/procedure is not intended to alter or modify any of the terms of any collective bargaining agreement or the Faculty Handbook.

Approval Process

When the immediate supervisor receives a request for a voluntary leave of absence, he/she will examine the impact such a leave will have on the department (work flow, customer satisfaction, adequate staffing, remaining employee morale, etc.) and decide if such a leave is feasible or not.

If the immediate supervisor determines that such a request is feasible then, he/she will obtain approval up the chain of command ending with the functional Officer's final approval. If Officer level approval is obtained, then the supervisor can discuss the details of the leave with the applying employee.

If the immediate supervisor determines that such a leave is not feasible, he/she will meet with the employee applying for the leave and inform the employee that the request is being denied.

Duration of Leave

- An unpaid leave or reduced work schedule must be for a minimum of one (1) week and a maximum of two (2) months.
- For a reduced work schedule the employee must work a minimum of 20 hours per week in order to maintain benefits.
- Other arrangements may be made with the approval of the Director of the Human Resources Department.

Pay and Benefits During Leave

- University Benefits during the leave will be as follows:
 - There will be no compensation paid to the employee;
 - Medical, Dental, Vision, etc. will continue for the duration of the leave provided the employee continues to make the required co-premium contributions;
 - Should the co-premiums not be made by the employee as outlined by the Human Resources Department, then those benefits will be cancelled;
 - Life and Long Term Disability will continue for the duration of the leave provided the employee was covered by such coverage at the onset of the leave;
 - Contributions to the Fidelity Defined Contribution and the Tax Deferred Annuity Plans will be suspended for the duration of the leave.
 - Performance management evaluation will include only months/weeks the employee is present.
 - Employees can request to return to active work status at any time prior to the expiration of the approved leave by notifying their supervisor in writing of their intent to return.
 - Employees will maintain their seniority status and will not lose any seniority during this approved leave period.

Leave Processing Procedure

- The Immediate supervisor will send the Voluntary Unpaid Leave Request form with appropriate signatures to Human Resources for processing.
- The immediate supervisor will also process a PDO placing the employee on Voluntary Unpaid Leave
- Human Resources will meet with the employee to discuss the various benefits which are affected by the leave and to arrange for co-premium payments as warranted.