

LEAVES OF ABSENCE

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PAID LEAVE

Paid Leave is defined as any absence other than illness lasting two weeks or less (except for military service) for which you will receive pay.

BEREAVEMENT DAYS

If you are a regular full-time or part-time employee, you may be excused with pay for up to three days of absence due to a death in the immediate family. (Family for these purposes includes spouse, children, brother, sister, father, mother, step-children, adopted children, father-in-law, mother-in-law, grandparents and grandchildren.) Additional time may be taken, but such time is charged against vacation or personal time or taken without pay.

JURY DUTY

All faculty and staff members who are required by subpoena or notice (not volunteered) to serve as jurors receive their regular pay to a maximum of 10 days unless an extension has been authorized. A request for an extension beyond the 10 days should be submitted to the Associate Vice President of Human Resources for Valhalla employees and the Chief Affiliation Officer for HHC affiliation employees.

A subpoena or the notice to report for jury duty must be provided immediately to the supervisor/administrator in order to be eligible for jury duty pay.

Employees are required to report for work upon release from jury duty when one-half day or more remains. Employees on-call or stand-by status must report to work until called.

If your absence from work during jury service is deemed to place undue hardship on your department, you may be asked by your supervisor to request a deferral.

VOTING IN LOCAL, STATE OR NATIONAL ELECTIONS

If the polls are open four consecutive hours before the start of work or after the workday ends, no time off will be granted. When the polls are open less than four consecutive hours before the start of work or after the workday ends, up to two hours off work may be granted with pay.

If working time off is required to vote, the supervisor/administrator should be notified at least 2 working days before the day of election.

MILITARY SERVICE

All faculty and staff members will receive their regular pay less military pay for each workday up to a maximum of 17 calendar days of service duty.

Upon receipt of payment from the military, such payment **must** be submitted to the Cashier's Office in Valhalla. Reimbursement received for military travel should not be submitted. Employees who choose to use vacation time during military service are not required to forfeit military pay.

A copy of the **General Order** must be provided to the supervisor/administrator in order to qualify for compensation for this authorized paid leave.

MATERNITY LEAVE

Pregnancy is considered a disability. Therefore, the same procedures apply as for any short-term disability. (See [Short-Term Disability](#).)

UNPAID LEAVE

Unpaid leave is defined as any authorized absence for which the employee does not receive pay.

PERSONAL LEAVE OF ABSENCE

The College recognizes that situations may arise that require you to take a leave of absence **without** pay; i.e., family illness, travel, or participation in a program of education. A personal leave may not be granted for a period greater than one year. If the duration of the leave will be for longer than six months, unused personal and vacation days must be used prior to the beginning of the leave of absence.

Leave without pay is granted as a convenience to you with the approval of your supervisor. Such leaves are intended to protect your previous service when you return to the College. If possible, you will assume your former position upon return. If the position no longer exists, or has been filled, the Human Resources Department will attempt to place you in a comparable position in the College. Although the Human Resources Department cannot guarantee placement, every effort will be made to arrange interviews for suitable openings.

If you fail to return from a leave of absence at the time agreed upon, the department will assume that you have voluntarily resigned.

Health insurance benefits under the New York Medical College group plan may continue for the leave period. Employees must pay the full cost of this insurance, and should contact the Benefits Office to make these arrangements. Your prior service, for vacation accrual purposes, and any unused sick leave will be recognized if you return in one year or less.

RELIGIOUS OBSERVANCES

You may take time off for religious observances, but such time is charged against vacation or personal days or taken without pay and must be cleared in advance with your supervisor.

FAMILY LEAVE

The Family and Medical Leave Act of 1993 requires employers to provide up to 12 weeks of unpaid, job-protected leave to eligible employees for certain family and medical reasons. Employees are eligible if:

- They have worked for a covered employer for at least one year, and for 1,250 hours over the previous 12 months.

Family Leave is defined as absence from work for the following reasons:

- The birth of a child of the employee and to care for such child.
- The placement of a child with the employee for adoption or foster care.
- The care of a family member of the employee with a serious health condition.
- A serious health condition of the employee that renders the employee unable to perform the functions of his/her position.

A family member is a member of the immediate family including spouse, child or parent. "Child(ren)" includes biological, adopted, and foster child, as well as step-child, legal ward or a "child" of a person acting in the capacity of a parent provided the child is under 18 years of age or over 18 years of age but unable to care for themselves because of a disability.

Parent includes biological parents as well as a person that acted in the capacity of a parent toward the employee.

A spouse is defined in accordance with state law.

Serious health conditions include:

- That which renders the employee unable to perform the functions of his/ her job.
- A mental or physical illness, injury, or impairment that involves inpatient care at a medical care facility or continuing treatment by a health care provider.

Eligible part-time employees may be granted benefits pro-rated to the total hours normally scheduled and worked.

CONTINUATION OF BENEFITS

The College continues to provide employee benefits during approved leaves of absence (unless otherwise noted) on the same basis as if the employee were actively employed. Employees must continue to pay all required employee contributions on a monthly basis. An initial 30-day grace period in which to make payments will be granted; thereafter benefits will be cancelled unless payments are made.