Policy Title: Leave

APS Number: 5062

APS Functional Area: HUMAN RESOURCES

Date Submitted: October 15, 2020

Proposed Action: Revision

Brief Description: This administrative policy statement (APS) outlines or references all university employee leave-related policies.

Desired Effective Date: January 1, 2021

Responsible University Officer: Vice President of Administration

Responsible Office: Office of Employee Services

Policy Contact: Office of Employee Services

Last Reviewed/Updated: Leave, April 2, 2020

Applies to: Each leave type will specify who it applies to.

Reason for Policy: To consolidate leave policies to comply with state and federal law regarding university employee leave-related policies. Sick and vacation accruals and compensation information can be found in Regent Policy 11.E: Leave Policies for Faculty and Staff.

I. REASON FOR PROPOSED ACTION

This administrative policy statement (APS) outlines or references all university employee leave-related policies. The proposed actions include:

- Adding Section 12: Paid Sick Leave During a Public Health Emergency
- Merging into a new Section 13: Leave for Faculty Serving in Elected Office (which was previously contained in APS5063-Leave for Faculty Serving in Elected Office.)
  - APS5063-Leave for Faculty Serving in Elected Office will officially be rescinded on January 1, 2021 if this action is approved.
- Other changes in Section 2: Sick Leave as a result of the passage of SB20-205 known as the “Healthy Families and Workplaces Act” which requires employers to provide paid sick leave to employees under various circumstances and expands COVID-19-specific paid sick leave.

II. STAKEHOLDER ENGAGEMENT IN THE POLICY REVIEW

Chief Human Resources

III. LEGAL REVIEW

A. Do you think legal review would be required for these proposed changes? Yes,
   1. If no, please explain. There is no change to the policy that requires legal review.
   2. If yes, what is your plan to get the legal review? Legal has reviewed and commented on all drafts, including the final draft.

B. Date legal review completed: Last reviewed, 12-2-2020
C. Person completing legal review: Julie Steeler, Melissa Martin, Jenny Willits

IV. FISCAL REVIEW

Are there any financial (human resources, technology, operations, training, etc.) or other resource impacts of implementing this policy (e.g., cost savings, start-up costs, additional time for faculty or staff, new systems, or software)? No. If yes, please explain: