APS JUSTIFICATION

**Policy Title:** Leave

**APS Number:** 5062

**APS Functional Area:** HUMAN RESOURCES

---

**Date Submitted:** February 18, 2019

**Proposed Action:** New

**Brief Description:** This administrative policy statement (APS) outlines or references all university employee leave-related policies. Each leave type listed below may apply to different employee groups and may be controlled by either Regent policy, this APS or other state rules and regulations (as noted).

**Desired Effective Date:** TBD

**Responsible University Officer:** Vice President of Administration

**Responsible Office:** Employee Services

**Policy Contact:** Employee Services

**Last Reviewed/Updated:** N/A

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

---

**Reason for Policy:** To consolidate all leave policies, comply with state and federal law and implement Regent policy regarding university employee leave-related policies.

---

**I. REASON FOR PROPOSED ACTION**

The regent laws and policies review project is driven by the guiding principle that laws should capture only high level statements on governance and policies should include the necessary elaborations of law but no more. The goal is to focus on the powers and responsibilities of the Board of Regents while assigning operational procedures to administrative policy statements (APSs) or campus policies.

This administrative policy statement (APS) outlines or references all university employee leave-related policies. Each leave type may apply to different employee groups and may be controlled by either Regent policy, this APS or other state rules and regulations, as noted.

---

**II. STAKEHOLDER ENGAGEMENT IN THE POLICY REVIEW**

Chief Human Resources Officers

---

**III. LEGAL REVIEW**

A. Do you think legal review would be required for these proposed changes?
   1. If no, please explain.
   2. If yes, what is your plan to get the legal review?

B. Date legal review completed:

C. Person completing legal review:

---

**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)? If yes, please explain: