Policy Title: Leave

APS Number: 5062

APS Functional Area: HUMAN RESOURCES

Date Submitted: February 18, 2019 (Updated January 2020)

Proposed Action: New Policy with Revised Content

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: Upon the approval of Regent Policy 11.E

Responsible University Officer: Vice President of Administration

Responsible Office: Office of Employee Services

Policy Contact: Office of Employee Services

Last Reviewed/Updated: N/A

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.

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. This action includes the rescission and moving of the following APSs:
  ▪ APS 5021-Paid Administrative Leave for University Staff and Faculty on Twelve-Month Appointments
  ▪ APS 5049-Leave Sharing for University Staff, Faculty on Twelve-Month Appointments and Classified Staff
  ▪ APS 5019-Parental Leave Benefits for Faculty and Staff

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? University Counsel reviewed upon request.
B. Date legal review completed: 10/1/2019
C. Person completing legal review: Julie Steeler

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: