Leaves of Absence

Bereavement Leave

As the death of a loved one is very difficult to endure, every effort is made to ensure that individuals are able to attend to necessary family matters without a loss of earnings.

All full-time and part-time benefit eligible faculty/staff qualify for bereavement leave. A paid leave of up to three consecutive scheduled workdays is available to arrange for and/or attend the funeral of an immediate family member. Immediate family refers to:
   - Spouse, same-sex domestic partner, child, sibling, parent, grandchild, grandparent, and the “step” or in-laws of the above named relationships.

Faculty/staff will be granted a paid absence of one scheduled workday to attend the funeral of a close relative. A close relative is defined as:
   - Aunt, Uncle, Niece, Nephew, Cousin

It is important to advise your supervisor as soon as you know you will be absent from work due to a death in your family. If you need additional time off, you should discuss this with your supervisor. This may be arranged with pay through another leave benefit or an excused absence without pay if you do not qualify for or have other leave pay benefits available.

Family Medical Leave

It is Butler University’s policy to consider faculty/staff requests for leave of absence in compliance with the Family and Medical Leave Act of 1993 (FMLA). An eligible faculty/staff member is entitled to a total of 12 unpaid workweeks of job protected leave during a “rolling” 12-month period for certain family and medical reasons. An individual must be employed one or more years and must have worked 1,250 hours during the year preceding the leave request to be eligible for Family Medical Leave.

Generally, Family Medical Leave is unpaid. If, however, a faculty/staff member also has accrued paid leave, then he/she will receive paid leave benefits at the same time as he/she is receiving Family Medical Leave benefits. Sick pay time and Income Protection (pay) are available only for a faculty/staff member’s own serious health condition that renders him or her unable to perform his/her job.

Reasons for Leave: Family Medical Leave will be granted to an eligible employee for the following reasons:

1. The employee’s serious health condition
2. Birth of a child
3. Placement of a child for adoption or foster care
4. Care of the employee’s spouse, domestic partner, child, or parent with a serious health condition

Leave for the birth and care, or placement and care, of a child must conclude within 12 months of the child’s birth or placement. The leave available under the FMLA applies equally to male and female employees.

**Exception:** If the married parents of a newly born or newly placed child are both employed by Butler University, they are entitled to a combined total of 12 weeks of Family Medical Leave in order to care for their child.

Effective January 28, 2008, an eligible faculty/staff member who is the spouse, son, daughter, parent, or next of kin to a military service member who is on active duty status or call to active duty status (covered military service member) is entitled to a total of 26 workweeks of unpaid leave during a 12-month period to care the service member who is ill or injured as a result of active service.

Effective January 16, 2009, faculty/staff who are family members of a covered military service member may take leave under the Family Medical Leave Act (FMLA) “Qualifying Exigency Leave” to address common family and/or financial issues that arise when a covered military service member is deployed.

**Jury Duty**

Butler University recognizes an individual’s legal and civic duty to serve if called to jury duty. Full-time or part-time faculty or staff will be paid the difference between jury duty pay received and their regular pay for scheduled hours. The same applies for individuals subpoenaed to appear as a witness, except as a party to the suit. Faculty/staff called by the court as a consultant are not paid their regular University pay; however, they may use their available paid time off benefits.

**Military Leave**

Full-time or part-time faculty/staff who serve in any branch of the United States uniformed services and have military obligations are to notify their supervisor and the Human Resources Management & Development Department as far in advance as possible. An individual on reserve status will be granted time off if the obligation falls on a normally scheduled workday. For a leave commitment of up to two weeks, the University will pay the difference between the service payment and the University pay. All benefits remain the same.
Individuals have the right to be reemployed in their University position if they voluntarily or involuntarily leave that position to perform military service in compliance with the Uniformed Services Employment and Reemployments Rights Act of 1994 (USERRA), as amended in 2005.

An individual who is called for and released from active duty will be reinstated to the job (or a comparable job) and benefits he/she would have received had he or she not left.

**Personal Leave**

An unpaid personal leave may be granted to benefit eligible faculty/staff with over one year of service for a period of up to thirty (30) days with written approval by the department head, Provost or division Vice President, and the Executive Director, Human Resources Management /Chief Diversity Officer. Participation in health benefits may continue provided arrangements are made with the Benefits Office to pay your premium contribution(s). The University’s matching retirement contribution will not be made during an unpaid personal leave.