

Leave of Absence

1. **Notice Prior to Taking a Leave**

Eligible employees are required to provide reasonable notice of the need for all leaves, in writing, to their supervisor as soon as practicable, and in advance if foreseeable. If an employee develops a need to leave work during the workday, the employee must notify their supervisor before leaving work. Additionally, employees are required to record their leave in the University's electronic payroll system. Exceptions to this advance notice requirement shall be made for unexpected events or emergencies as determined by their supervisor.

2. **Documentation Regarding Taking Leaves**

Employees may be required to provide documentation before taking leave or upon return from leave as may be requested by the Office of Human Resources. The Office of Human Resources will explain the type of documentation that is required to the employee based on the type of leave sought and will provide the employee with a reasonable time period to provide the requested documentation.

3. **No Pay-Out For Any Time Off Under This Policy**

Employees will not receive payment (i.e., pay-out) for any type of leave provided by this policy under any circumstance, including at resignation, retirement, termination or other separation.

4. **Abuse of Leave/Discipline**

Abuse of leave in any form can have serious impact on the morale and effectiveness of all CHSU employees and students. Abuse of leave is prohibited and may result in discipline, up to and including termination of employment. Abuse of leave includes, but is not limited to: (1) dishonesty regarding the need for or use of leave; (2) submission of fraudulent documentation supporting the need for leave; (3) failure to timely provide notification or documentation regarding need for or return from leave. Supervisors may review attendance records for evidence of possible abuse of leave, such as patterns of absences on Fridays/Mondays, seasonable absences, or absences when a vacation request has been denied

5. **Accrual of Leave**

For leaves which accrue over time, eligible employees will continue to accrue leave time while they are in paid-status, unless otherwise specified by state or federal law for the particular type of leave.

6. **Immediate Family Member Defined**

Immediate Family Member as used in this policy, unless otherwise stated or required by law, shall include: (1) a child (biological, adopted, foster, step or legal ward); (2) parent or parent of an employee's spouse or registered domestic partner (biological, adoptive, foster, legal guardian or step); (3) child to whom the employee stands in loco parentis or a parent who stood in loco parentis to the employee when the employee was a minor; (4) spouse or registered domestic partner; (5) grandparent; (6) grandchild; or (7) sibling (biological, adopted, foster, step).

7. **Use of Leave while On Vacation**

If an employee qualifies for another type of leave while on vacation, the employee may notify the Office of Human Resources. Employees qualifying for other types of leave during their vacation may elect to use these other leaves and to reschedule their vacation for another time. However, the leaves described in this policy may not be used to supplement time taken for vacation if the employee is not otherwise eligible for the types of leaves contained in this policy.

8. **Changes In Law**

Legal requirements related to employee leaves change frequently. To the extent this policy conflicts with or does not include a type of leave provided under applicable law, CHSU will comply with such law. This includes, but is not limited to, federal, state or local leave laws related to the COVID-19 pandemic.