

What is a Leave of Absence?

A leave of absence provides approved time away from work. Unless a planned vacation, employees should request a leave of absence if they need to spend five consecutive days away from work.

Important: If not on an approved leave of absence, time away from work could be considered an unauthorized absence.

Reasons for a Leave of Absence

Eligible employees may request a leave of absence for a variety of reasons including:

- their own health condition
- to care for a covered family member (spouse, child or parent)
- birth or bonding
- personal reasons including education
- military service and training
- bereavement
- bone marrow or organ donation

Leave of Absence vs Income Replacement

Most leaves of absence provide approved unpaid time away from work, but there are several ways to replace income while on a leave of absence.

- **Salary Continuation:** Sick, vacation and compensatory time (if eligible).
- **Disability Payments:** Short Term Disability Long Term Disability
- **Worker's Compensation:** Worker's Compensation benefits.
- **Compassionate Transfer of Leave:** Donated vacation time taken as sick time.

Family Medical Leave (FMLA)

Employees who have been employed for at least 12 months and who have completed at least 1,250 hours of service during the prior 12-month period are eligible to request FMLA for the following reasons:

- A serious health condition such that the employee is unable to perform the essential functions of the job;
- A serious health condition affecting legal spouse, parent or child;
- Birth and care of a newborn child;
- Placement of a child for adoption or foster care.

Review the [FMLA Policy](#)

What If I Am Not Eligible for FMLA?

If not eligible for FMLA employees may be eligible for approved time away from work under one of NAU's other leave of absence policies.

- Extended Medical Leave
- Parental Leave
- Personal Leave
- Military Leave

How Do I Request a Leave of Absence?

Employees should request a leave of absence through the [online leave request form](#).

- Your request will be reviewed Human Resources.
- Your supervisor will be notified of your leave request.
- You will be notified if you are eligible for a leave of absence and if additional information (for example medical certification) is needed to evaluate you request.

Employee Responsibilities

- Provide up to date contact information and respond to inquires from the department and Human Resources.
- Submit any requested information supporting the request for a leave of absence. For example, medical certification or military orders.
- Report all time away from work on their online timesheet. Paid time off should be reported in the following order: sick, vacation, compensatory time, then leave without pay.

Questions

If you have questions about a leave of absence contact Human Resources at nauhrbenefits@nau.edu or call 928.523.2223.

More information

- [Leave of Absence Policies](#)
- [Summary of NAU's Leave of Absence Policies](#)