

BENEFITS

Summary NAU's Leave of Absence Policies

A leave of absence provides approved time away from work. Unless taking a planned vacation, employees should request a leave of absence if they need to spend five or more consecutive days away from work. *Important: If not on an approved leave of absence, time away from work could be considered an unauthorized absence.*

Below is a summary of NAU's leave of absence policies. Details of each policy can be found at <http://hr.nau.edu/apps/policy-manual>. If you have questions, contact Human Resources at nauhrbenefits@nau.edu or call 928.523.2223.

	Eligibility	Reason for Leave	Amount of Leave	How Leave is Taken	Income Replacement	Benefits
Family Medical Leave (FML)	Employees who have at least 12 months of service and who have 1,250 hours of service during the preceding 12-months.	<ul style="list-style-type: none"> - Employee's serious health condition - Spouse's, parent's or child's serious health condition - Birth\ care of a newborn - Placement of a child for adoption or foster care - Care of family member in the military 	<ul style="list-style-type: none"> - Up to 12 weeks - Runs concurrent with Extended Medical and Industrial Leave 	<ul style="list-style-type: none"> - Continuous - Reduced Schedule ¹ - Intermittent ¹ 	<ul style="list-style-type: none"> - Leave is unpaid. - Must use accrued paid time off (sick, vacation and comp time if eligible) before leave without pay. - May also be eligible to receive disability benefits. 	Can continue coverage if employee premiums are paid through payroll deduction or personal payment. Coverage can be canceled if premium payments are 30 days late.
Parental	Regular employees not eligible for FMLA	<ul style="list-style-type: none"> - Birth\care of a newborn - Placement of a child for adoption or foster care 	Up to 8 weeks	<ul style="list-style-type: none"> - Continuous - Reduced Schedule ¹ - Intermittent ¹ 	<ul style="list-style-type: none"> - Leave is unpaid. - Must use accrued paid time off (sick, vacation and comp time if eligible) before leave without pay. - May also be eligible to receive disability benefits. 	Can continue coverage if employee premiums are paid through payroll deduction or personal payment. Coverage can be canceled if premium payments are 30 days late.
Extended Medical	Regular employees with at least 6 months of service	<ul style="list-style-type: none"> - Employee's serious health condition - Care for a covered family member (spouse, child or parent) with a serious health condition 	<ul style="list-style-type: none"> - Up to 6 months not to exceed the number of days actively at work during the preceding 6 months - Run concurrent with FML and Industrial 	<ul style="list-style-type: none"> - Continuous - Reduced Schedule if preceded by a continuous period 	<ul style="list-style-type: none"> - Leave is unpaid. - Employees must use accrued paid time off (sick, vacation and comp time if eligible) before leave without pay. - May also be eligible to receive disability benefits. 	Can continue coverage if employee premiums are paid through payroll deduction or personal payment. Coverage can be canceled if premium payments are 30 days late.

¹ For birth and bonding, leave can be taken as a reduced schedule or intermittently if approved by the department.

	Eligibility	Reason for Leave	Amount of Leave	How Leave is Taken	Income Replacement	Benefits
Personal	Regular employees with at least 6 months of service	- Personal reasons - Education	Up to 6 months not to exceed the number of days actively at work during the preceding 6 months. <i>Exception for education: Up to 12 months can be granted</i>	Continuous	- Leave is unpaid. - Must use accrued paid time off (vacation and comp time if eligible)	<u>Paid status:</u> Can continue coverage as long as employee premiums are paid. <u>Unpaid status:</u> Can continue coverage as long as total premiums (employee + employer) are paid. Coverage can be canceled if premium payments are 30 days late.
Industrial	Regular employees	Work related illness or injury	- Up to 6 months - Runs concurrent with FML and Extended Medical Leave	- Continuous - Reduced Schedule - Intermittent	- Leave is unpaid. - Must use accrued paid time off (sick, vacation and comp time if eligible) before leave without pay. - May be eligible for workers compensation benefits. Combined with paid time cannot exceed 100% of pay.	Can continue coverage if employee premiums are paid through payroll deduction or personal payment. Coverage can be canceled if premium payments are 30 days late.
Extended Military	Regular employees and employees who meet the eligibility requirements under USERRA	Military service	Up to 5 years	Continuous	- Up to 30 paid days in a 2 year period. All other leave is unpaid. - Must use accrued paid time off (vacation or comp time if eligible) before leave without pay	<u>Paid status:</u> Eligible to continue voluntary benefits as long as employee premiums is paid. <u>Unpaid status:</u> Eligible to continue voluntary benefits as long as total premium (employee + employer) is paid. Coverage can be canceled if premium payments are 30 days late.
Victim's Leave	All employees	As defined under the Arizona Victim's Leave Laws	Based on situation	Continuous	- Leave is unpaid, but employees can use accrued paid time off (vacation or comp time if eligible) for income replacement	Can continue coverage if employee premiums are paid through payroll deduction or personal payment. Coverage can be canceled if premium payments are 30 days late.
Bone Marrow\ Organ Donation	All employees	Bone Marrow or Organ Donation	- Bone Marrow: Up to 5 days - Organ Donation: Up to 30 days	Continuous	Leave is paid	Can continue coverage if employee premiums are paid through payroll deduction or personal payment. Coverage can be canceled if premium payments are 30 days late.

Note: This chart is for summary purposes only. Official policies can be found at <https://nau.edu/human-resources/policies/>