

# BENEFITS

## Summary NAU's Leave of Absence Policies

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](mailto:nauhrbenefits@nau.edu) or call 928.523.2223.

	Eligibility	Reason for Leave	Amount of Leave	How it is Taken	Income Replacement	Benefits
<b>Family Medical Leave (FML)</b>	Employees who have at least: - 12 months of service and - 1,250 hours of service during the preceding 12-months.	- Employee's serious health condition - Spouse's, parent's or child's serious health condition - Birth, adoption, placement of a child (foster care or legal guardianship) - Care of family member in the military	Up to 12 weeks.  Runs concurrent with Extended Medical and Industrial Leave	- Continuous - Reduced Schedule or Intermittent if department approves	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.	Coverage continues if employee premiums are paid through payroll deduction or personal payment.  Coverage can be canceled if premium payments are 30 days late.
<b>Parental</b>	<u>Paid</u> Employees who have at least: - 12 months of service and - 1,250 hours of service during the preceding 12 months.  <u>Unpaid</u> Regular employees not eligible for paid Parental Leave\FMLA	Birth, adoption, placement of a child (foster care or legal guardianship)	Up to 12 weeks	- Continuous - Reduced Schedule or Intermittent if department approves	<u>Paid Leave</u> Leave is paid May also be eligible to receive short term disability benefits.  <u>Unpaid Leave</u> Must use accrued paid time off (sick, vacation and comp time if eligible) before leave without pay.  May also be eligible to receive short term disability benefits.	<u>Paid Leave</u> Coverage continues and employee premiums are collected through payroll  <u>Unpaid Leave</u> Coverage continues if employee premiums are paid through payroll deduction or personal payment. Coverage can be canceled if premium payments are 30 days late.

	Eligibility	Reasons	Amount	How it is Taken	Income Replacement	Benefits
<b>Extended Medical</b>	Regular employees with at least 6 months of service	<ul style="list-style-type: none"> <li>- Employee's serious health condition</li> <li>- Care for a covered family member (spouse, child or parent) with a serious health condition</li> </ul>	<ul style="list-style-type: none"> <li>- Up to 6 months, not to exceed the # of days actively at work during the preceding 6 months.</li> </ul> <p>Runs concurrent with FML and Industrial</p>	<ul style="list-style-type: none"> <li>- Continuous</li> <li>- Reduced Schedule if preceded by a continuous period</li> </ul>	<p>Leave is unpaid.</p> <p>Employees must use accrued paid time off like sick or vacation) before leave without pay.</p> <p>May also be eligible to receive disability benefits.</p>	Coverage continues if employee premiums are paid through payroll deduction or personal payment. Coverage can be canceled if premium payments are 30 days late.
<b>Personal</b>	Regular employees with at least 6 months of service	<ul style="list-style-type: none"> <li>- Personal reasons</li> <li>- Education</li> </ul>	<p>Up to 6 months not to exceed the number of days actively at work during the preceding 6 months.</p> <p><i>Exception for education: Up to 12 months can be granted</i></p>	Continuous	<p>Leave is unpaid.</p> <p>Must use accrued paid time off (vacation and comp time if eligible)</p>	<p><u>Paid status:</u> Coverage continues and employee premium collected through payroll</p> <p><u>Unpaid status:</u> Coverage continues as long as total premiums (employee + employer) are paid. Coverage can be canceled if premium payments are 30 days late.</p>
<b>Industrial</b>	Regular employees	Work related illness or injury	<p>Up to 6 months</p> <p>Runs concurrent with FML and Extended Medical Leave</p>	<ul style="list-style-type: none"> <li>- Continuous</li> <li>- Reduced Schedule</li> <li>- Intermittent</li> </ul>	<p>Leave is unpaid.</p> <p>Must use accrued paid time off (sick, vacation and comp time if eligible) before leave without pay.</p> <p>May be eligible for workers comp benefits. Combined with paid time cannot exceed 100% of pay.</p>	<p><u>Paid status:</u> Coverage continues and employee premiums are collected through payroll.</p> <p><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.</p>

	Eligibility	Reason for Leave	Amount of Leave	How it is Taken	Income Replacement	Benefits
<b>Extended Military</b>	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> Coverage continues and employee premium are collected through payroll.  <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.
<b>Victim's Leave</b>	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	Eligible to continue voluntary benefits as long as employee premiums is paid.
<b>Bone Marrow\ Organ Donation</b>	All employees	Bone Marrow or Organ Donation	- Bone Marrow: Up to 5 days - Organ Donation: Up to 30 days	Continuous	Leave is paid	Coverage continues and employee premiums are collected through payroll