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](http://hr.nau.edu/apps/policy-manual). If you have questions, contact Human Resources at nauhrbenefits@nau.edu or call 928.523.2223.

<table>
<thead>
<tr>
<th>Eligibility</th>
<th>Reason for Leave</th>
<th>Amount of Leave</th>
<th>How Leave is Taken</th>
<th>Income Replacement</th>
<th>Benefits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Public Health Emergency Leave</td>
<td>Employee is unable to work due to a bona fide need for leave to care for a child whose school or childcare is closed</td>
<td>Up to 12 weeks</td>
<td>Continuous</td>
<td>Paid up to 80 hours of sick or $2000 maximum</td>
<td>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.</td>
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<tr>
<td>Family Medical Leave (FML)</td>
<td>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</td>
<td>Up to 12 weeks runs concurrent with Extended Medical and Industrial Leave</td>
<td>Continuous</td>
<td>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.</td>
<td>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.</td>
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<tr>
<td>Parental</td>
<td>Birth care of a newborn - Placement of a child for adoption or foster care</td>
<td>Up to 8 weeks</td>
<td>Continuous</td>
<td>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.</td>
<td>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.</td>
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| **Extended Medical** | Regular employees with at least 6 months of service | Employee’s serious health condition  
Care for a covered family member (spouse, child or parent) with a serious health condition | 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 | Continuous  
- Reduced Schedule if preceded by a continuous period | 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. |
| **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.  
*Exception for education: Up to 12 months can be granted* | Continuous | Leave is unpaid.  
Must use accrued paid time off (vacation and comp time if eligible)  
Paid status: Can continue coverage as long as employee premiums are paid.  
Unpaid status: 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  
Paid status: Eligible to continue voluntary benefits as long as employee premiums is paid.  
Unpaid status: 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. |
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<td>Victim’s Leave</td>
<td>All employees</td>
<td>As defined under the Arizona Victim’s Leave Laws</td>
<td>Based on situation</td>
<td>Continuous</td>
<td>Leave is unpaid, but employees can use accrued paid time off (vacation or comp time if eligible) for income replacement</td>
</tr>
<tr>
<td></td>
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<td>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.</td>
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<tr>
<td>Bone Marrow</td>
<td>All employees</td>
<td>Bone Marrow or Organ Donation</td>
<td>Bone Marrow: Up to 5 days Organ Donation: Up to 30 days</td>
<td>Continuous</td>
<td>Leave is paid</td>
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<td>Organ Donation</td>
<td></td>
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<td>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.</td>
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Note: This chart is for summary purposes only. Official policies can be found at [https://nau.edu/human-resources/policies/](https://nau.edu/human-resources/policies/)