

- D. All approved leaves must be entered and reported through Banner Web Time Entry (non-exempt) or the Banner Leave Reporting System (exempt).
- E. Employees going on a leave of absence of thirty (30) or more calendar days must contact the Human Resources Department. This is necessary in order that the effect of the leave on health coverage and other benefits can be reviewed with the employee.
- F. If it is found that a leave of absence is not being used for the purpose for which the leave request was granted, the University may, at its discretion, request verifying documentation, revoke the leave approval, direct the employee to return to work, and/or impose corrective action up to and including termination.
- G. An employee who fails to report to work at the expiration or cancellation of

- E. If the funeral of a Family Member occurs while an employee is on a scheduled vacation leave, the University shall convert their vacation status to funeral leave status, upon request, for the appropriate period of time.

VI. JURY OR WITNESS DUTY LEAVE:

- A. An employee called for jury duty will be compensated at their regular rate of pay while serving.
 - 1. The employee must provide advance notice to their supervisor and report the appropriate number of hours served when called for jury duty.
 - 2. During the period of jury duty, an employee is still expected to report to work on those dates that the employee is scheduled to work and the court/jury is not in session.
 - 3. Second and third shift employees may be provided with a day shift schedule on days that they are called for jury duty or are subpoenaed to appear as a witness on behalf of and related to their University work duties.
- B. To be eligible for jury duty pay, an employee must present to their direct supervisor proof of the time served as a juror, along with documentation showing the dates of service.
- C. Employees are able to collect and keep any payment received from the court systems for performing jury duty.
- D. Employees will be paid regular work time when compelled or required to appear as a party or as a witness in a court or administrative proceeding that is on behalf of or related to University work duties.
- E. Paid time will not be granted when an employee is subpoenaed or compelled to appear as a party or as a witness in a court or administrative proceeding that is personal in nature and/or not on behalf of and related to University work duties.
- F. Questions about Jury or Witness Duty Leave should be directed to Human Resources and/or the Office of Legal Affairs.

VII. MILITARY LEAVE:

- A. The University provides military leave to employees who have an annual commitment to active duty or a call to active duty, in accordance with the Uniformed Service Employment and Re-employment Act of 1994 (USERRA). USERRA provides guidelines for the prompt re-employment of employees who left employment to perform military

2. An employee who is the parent or guardian of a child six (6) years of age or older will receive two (2) weeks of paid parental leave.
- C. To be considered a primary caregiver, there cannot be another parent taking concurrent parental leave from the University or another employer.
 - D. One parent (Parent A) can qualify as a primary caregiver if the second parent (Parent B) is returning to work and Parent A will be responsible for caring for the child during the majority of the leave period.
 - E. If both parents are employees at JCU, one must be designated as the primary caregiver and the other as secondary caregiver.
 - F. Following the birth, adoption, or inception of permanent legal guardianship of a child, a benefits-eligible employee who resides in the same household as the child and will be the child's secondary caregiver may request a parental leave for a concurrent or consecutive two-week period.
 1. Such leave is intended to be for the purpose of assisting in the care of the child.
 - 2.

- J. During the parental leave period, the employee will continue to be eligible to receive regular benefits that the employee receives when not on parental leave.
- K. Employees may receive up to two (2) weeks of paid Parental Leave for stillbirth where there was labor and delivery or a surgical procedure similar to a c-section. Additional time may be requested under Family Medical Leave Act (FMLA) or Disability Accommodation under Americans with Disabilities Act. Further, employees are encouraged to discuss leave availability with Human Resources in the case of complications due to childbirth including miscarriage.
- L. Paid parental leave is not available until the baby is born. For absences related to pregnancy or prenatal care, you may use other types of time off for which you are eligible, such as short-term disability, sick time, vacation, or personal time.
- M. Parental leave only provides salary replacement during periods when the staff member would ordinarily receive pay. Staff with 10-month assignments may not request parental leave over the summer because there is no work expectation from June through July.
- N. For those who are not eligible for FMLA, the University will allow for leave time away from work, in time increments similar to what is described above, (i.e. six weeks for the primary caretaker or two weeks for the secondary caretaker, within one year of the birth of a child), however the time will not be eligible for paid Parental Leave.
 - 1. Any available vacation, personal, or sick leave benefit must be used prior to going into an unpaid status.
 - 2. Non-FMLA employees, during the six weeks for the primary caretaker or two weeks for the secondary caretaker, within one year of the birth of a child, will continue to be eligible for benefits during leave, however they will be responsible for the employee monthly contributions.

X. UNPAID PERSONAL LEAVE OF ABSENCE:

- A. Employees not otherwise eligible for FMLA leave, or other leaves or time off (i.e., vacation, sick leave) may request an unpaid personal leave of absence, typically of thirty (30) calendar days or less.
- B. All appropriate earned and/or qualifying leave or time must be used before the employee requests an unpaid personal leave of absence.

C. Unpaid leave is discretionary and must be reviewed and approved in