

Policy Number: 6-801	Policy Name: Paid Holidays
Policy Revision Dates: 4/2009, 3/93, 2/88, 1/88	Page 1

ARTICLE H. LEAVE POLICIES

6-801 Paid Holidays

- A. Administrators, faculty, professional and classified staff members, who are employed at 50% time or more and whose employment is expected to continue six months or more are eligible for paid holiday leave.
- B. Each university president shall designate ten paid official university holidays per year.
- C. Holidays falling within a paid absence period such as vacation, sick leave and military leave will be treated as paid holiday leave. Employees must be in approved pay status or on a furlough day under a furlough plan approved pursuant to Board policy 6-810 the first scheduled working day before and after the holiday to be eligible for holiday pay.
- D. Employees who cannot be excused from their duties on a university holiday will be granted commensurate time off with pay for each holiday on which they worked.

Policy Number: 6-802	Policy Name: Religious Holidays
Policy Revision Dates: 2/88	Page 1

6-802 Religious Holidays

- A. The Arizona Board of Regents and each university administration shall reasonably accommodate individual religious practices for all employees. A refusal to accommodate a request for time off from work to observe religious holidays is justified only when undue hardship would result from accommodating the employee's request.
- B. Employees may not be discriminated against because of their religious beliefs or practices, or absence of religious beliefs or practices.

Policy Number: 6-803	Policy Name: Vacation Leave
Policy Revision Dates: 2/88, 1/88	Page 1

6-803 Vacation Leave

All employees who are employed at 50% time or more and whose employment is expected to continue six months or more, except academic-year faculty, are eligible for paid vacation leave.

- A. Classified staff employees are entitled to accrue the following maximum number of paid vacation days:
 - 1. First two years of continuous service - eleven (11) working days not to exceed 88 hours per year;
 - 2. Third through fourth years of continuous service, sixteen (16) working days not to exceed 128 hours per year;
 - 3. Fifth year and thereafter of continuous service - twenty-two (22) working days not to exceed 176 hours per year.
- B. Administrative, professional and fiscal-year faculty employees are entitled to accrue twenty-two (22) paid vacation days per year or 176 hours per year.
- C. Each university shall establish policies governing the accrual, usage and payment of vacation leave for employees during their initial probationary periods.
- D. The amount of vacation leave earned in accordance with paragraphs A. and B. above are based on 100% full-time equivalent employment. Employees working less than 100% full-time equivalent, but at least 50% full-time equivalent, earn vacation leave prorated to the percentage of time paid.
- E. Unused vacation leave may be accumulated and carried forward from one year to the next in a total amount not to exceed one and one-half times the maximum number of days which can be accrued by an employee in a given year. The amount of vacation leave hours carried forward, plus that earned during the current year, will constitute the number of days of vacation leave available to an employee at any given time.

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- F. Upon termination of employment except in the event of death, an employee shall be paid for accumulated vacation leave, not to exceed one year's accrual, at the rate of pay in effect at the time of termination. In the event of death, an employee's estate shall be paid for all accumulated vacation leave at the rate of pay in effect at the time of the employee's death.

- G. Employees must be in pay status to accrue vacation leave.

Policy Number: 6-804	Policy Name: Sick Leave
Policy Revision Dates: 1/01, 9/98, 8/92, 2/88	Page 1

6-804 Sick Leave

- A. Administrative, professional and classified staff employees who are employed at 50% time or more and whose employment is expected to continue six months or more, are entitled to accrue paid sick leave at the rate of one (1) day for each month of service from the first day of eligible employment.
- B. Each university shall establish policy governing the accrual of sick leave based on time of service and governing the usage of such leave for eligible employees including faculty.
- C. The amount of sick leave earned in accordance with paragraph A. is based on 100% full-time equivalent employment. Employees working less than 100% full-time equivalent, but at least 50% full-time equivalent, earn sick leave prorated to the percentage of time paid.
- D. During the initial probationary period, an employee may receive paid sick leave. Sick leave advanced under this provision shall be limited to the pro rata amount the employee would have earned to date and may be recovered on the employee's final pay check if the employee terminates prior to completing the probationary period.
- E. Accrued Sick Leave May Be Used Only When:
 - 1. An eligible employee is unable to perform his or her duties because of illness, injury, pregnancy, childbirth or related medical conditions;
 - 2. An eligible employee wishes to obtain health-related services not reasonably available before or after the employee's regular working hours; or
 - 3. An eligible employee is absent due to illness or communicable disease within the employee's immediate family, established household, or in situations which place primary responsibility for care on the employee; or
 - 4. An eligible employee wishes to use sick leave upon the death of family members who are not covered under ABOR Policy 6-806 (Bereavement Leave). Employees may use up to three days of

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accrued sick leave for this purpose and two additional days to attend or arrange funeral services out-of-state.

- F. Upon termination of employment, except for retirement, an employee shall not be paid for accumulated sick leave. All faculty and staff at each university shall be eligible to receive payment for accumulated sick leave at the time of retirement consistent with the provisions of A.R.S. §38-615, subject to the availability of funds.

Policy Number: 6-805	Policy Name: Leave of Absence Without Pay
Policy Revision Dates:	Page 1

6-805 Leave of Absence Without Pay

Each university shall establish policies governing leaves of absence without pay. These leaves may include, but not be limited to, medical, parental and personal matters.

Policy Number: 6-806	Policy Name: Bereavement Leave
Policy Revision Dates: 1/01, 11/95, 2/88	Page 1

6-806 Bereavement Leave

- A. Faculty, administrative, professional and classified staff employees who are employed 50% time or more and whose employment is expected to continue six months or more, are eligible for up to three (3) paid working days bereavement leave upon the death of a parent, parent-in-law, brother, sister, spouse, child, grandparents, grandchildren, brother-in-law, sister-in-law, son-in-law, daughter-in-law, and any other person who is a member of the employee's established household. A parent is defined as a natural parent, step parent, adoptive parent or surrogate parent. A child is defined as a natural child, adoptive child, foster child or step-child.
- B. Two (2) additional paid working days may be granted to attend or arrange funeral services out-of-state.
- C. Employees must be in a pay status in order to receive paid bereavement leave.

Policy Number: 6-807	Policy Name: Administrative Leave
Policy Revision Dates: 2/88, 1/88	Page 1

6-807 Administrative Leave

Employees may be entitled to administrative leave with pay in the following described instances:

A. Voting

Employees must be granted leave for voting purposes as provided by law.

B. Emergency Leave

Employees may be granted temporary emergency leave if they are excused from work by the president of the university or the president's designee due to natural disasters, or other reasons which are in the best interest of the university or employees.

C. Jury Duty and Material Witness Service

An employee called upon for service as a jury member or as a material witness, unless related to the employee's business or personal matters, must be granted leave sufficient to provide the subject service. Any employee who receives a fee as juror in accordance with A.R.S. 12-303 shall either remit such fee to the institution or have an equal amount deducted from his/her pay. Reimbursements for travel expenses may be retained by the employee.

Policy Number: 6-808	Policy Name: Military Leave
Policy Revision Dates: 9/98, 10/90	Page 1

6-808 Military Leave

- A. Employees shall be granted leaves of absence for military service in accordance with Arizona and federal law.
- B. Employees who enter into active duty for extended periods with any component of the U.S. Armed Forces will be placed on Extended Military Leave without pay with such consequences as current law may provide.
- C. Employees who are members of the Military Reserve Units or the Arizona National Guard are entitled to receive their regular compensation during a period of Active Duty Training, such period not to exceed thirty (30) days in any two (2) consecutive calendar years. The period of time spent in training under orders shall not be deducted from the vacation with pay to which any officer or employee is otherwise entitled.
- D. Any military leave in excess of thirty (30) work days in any two (2) consecutive calendar years must be taken as leave without pay or by using accrued vacation or accrued compensatory time.

Policy Number: 6-809	Policy Name: Compassionate Transfer of Leave
Policy Revision Dates: 11/95, 12/93, 2/90	Page 1

6-809 Compassionate Transfer of Leave

Each university and the Central Office shall establish procedures by which employees may transfer their accrued vacation to other employees who are eligible to accrue vacation and who are unable to work due to suffering a catastrophic illness/injury or who are absent due to catastrophic illness/injury within an employee's immediate family, established household or in situations which place primary care responsibility for care on the employee. These transfers are subject to the following conditions:

- A. An illness/injury shall be catastrophic if it is:
 - 1. Seriously incapacitating. (In the case of the employee, the employee is unable to perform all the duties of the job held at the time of disability or is unable to perform available light duty work);
 - 2. Extended. (The anticipated duration of the disability is at least forty-five (45) days); and
 - 3. Confirmed in writing by a physician chosen by the employee, subject to reconfirmation by a physician chosen by the university.
- B. Recipients must have exhausted all forms of paid leave (e.g. vacation, sick leave, compensatory time) prior to the leave transfer.
- C. Recipients must have passed their initial probation if appropriate.
- D. Contributions must be voluntary.
- E. Contributors must retain a minimum balance of eighty (80) vacation hours after the leave transfer.
- F. Recipients who are enrolled in a short term disability program offered by the universities must apply for, and, if eligible, receive their short term disability benefits before compassionate transfer of leave contributions can be used beyond the initial short term disability waiting period. Compassionate transfer of leave contributions (other than for the initial short term disability waiting period) for such recipients may only be used to supplement the short term disability payment up to but not to exceed the recipients' regular rate of pay. In no event shall compassionate

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transfer of leave be used in lieu of long term disability unless such a claim has been denied by the carrier.

- G. Contributions shall not exceed the anticipated period of disability or until long term disability benefits commence, whichever is shorter.
- H. Transfers shall be accomplished by determining the dollar value of the hourly vacation contribution and by increasing the recipient's sick leave balance by that value.

Policy Number: 6-810	Policy Name: Furloughs
Policy Revision Dates:	Page 1

6-810 Furloughs

1. The purpose of this policy is to provide an option for university presidents and the executive director to respond to severe budget constraints, including those that arise from substantial reductions in state appropriations, the occurrence of natural or physical disasters, terrorism, or a public health emergency.
2. A university president or executive director who wishes to implement or amend a furlough plan must first provide a copy of the furlough plan to and receive approval from the Human Resources Committee of the Board. Once approved by the Human Resources Committee, a university president or executive director may implement the furlough plan, in accordance with applicable law.
3. Under a furlough plan, categories of university and central office employees (which may include administrative, faculty, professional, and staff as determined by the university president or executive director) are required to take time off work without pay, which will effectively reduce the compensation of these employees during the fiscal years when the furlough plans are in effect
4. Employees shall not be required to work in their areas or perform official duties during a period of furlough.
5. The furlough plan for an individual university or the central office must identify the category or categories of employees to be affected by the furlough, the number of days of the furlough, and other issues specific to implementation at that university or the central office.
6. The plan shall be implemented in a manner that ensures the continuation of essential services with minimum disruption to the institutions, particularly with respect to the maintenance of class schedules, essential student services, campus safety and institutional patient care activities.
7. No vacation or sick leave pay, compensatory time pay, or any other form of paid leave may be used in lieu of the time off without pay assigned to a period of furlough. No overtime or compensatory time may be granted to compensate an employee for the loss of pay resulting from a period of furlough.

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8. No reduction of employment health or leave benefits may be required as a result of implementation of the furlough plan.
9. The universities and the central office shall provide regular status updates to that committee on implementation of and any changes to their plans.
10. The plan must reflect the best interests of the Arizona university system.
11. The furlough plan may take into account employee compensation levels or employment categories in establishing the number of furlough days required by the plan.

Approved 4/2009