3. **UAMS Leave Policies**

   - [Annual Leave/Vacation](#) (Admin Policy 4.6.04)
   - [Attendance at Professional Meetings](#)
   - [Catastrophic Leave](#) (Admin Policy 4.6.07)
   - [Court and Jury Duty Leave](#) (Admin Policy 4.6.06)
   - [Educational Leave](#) (Admin Policy 4.6.10)
   - [Family Medical Leave](#) (Admin Policy 4.6.11)
   - [Holidays](#) (Admin Policy 4.6.02)
   - [Inclement Weather](#) (Admin Policy 3.1.02)
   - [Leave of Absence Without Pay](#) (Admin Policy 4.6.08)
   - [Military Leave](#) (Admin Policy 4.6.05)
   - [Off Campus Duty Assignments](#) (Admin Memorandum 435.4)
   - [Sick Leave](#) (Admin Policy 4.6.03)
   - [Voting Time](#) (Admin Policy 4.06.09)

A complete listing of leave policies in the UAMS Administrative Guide may be found at [http://uams.edu/AdminGuide/index.html#4.6](http://uams.edu/AdminGuide/index.html#4.6)
PURPOSE

The State of Arkansas and the University of Arkansas for Medical Sciences (UAMS), in conformance with the Arkansas Code Annotated 21-4-201 and OPM policy 105.2 and the University of Arkansas Board of Trustees Policy Statement 420.1 and 420.2, have established uniform procedures under which annual leave (vacation) may be granted and taken. The purpose of this policy is to inform all departments within UAMS of these procedures so that uniformity can be established throughout the campus.

PROCEDURE

(1) All regular, probationary, provisional, and part-time employees who work 20 hours or more per week shall accrue annual leave. Annual leave must be earned before it can be authorized, and may not be borrowed from future credits or advanced beyond actual accrual, regardless of length of service.

(2) Full-time Classified and Non-Classified Patient Care employees shall accrue annual leave in accordance with the following schedule:

<table>
<thead>
<tr>
<th>Length of Employment</th>
<th>Monthly Accrual</th>
<th>Annual Accrual</th>
</tr>
</thead>
<tbody>
<tr>
<td>Through 3 years</td>
<td>1 day</td>
<td>12 days</td>
</tr>
<tr>
<td>3 to 5 years</td>
<td>1 day, 2 hours</td>
<td>15 days</td>
</tr>
<tr>
<td>5 to 12 years</td>
<td>1 day, 4 hours</td>
<td>18 days</td>
</tr>
<tr>
<td>12 to 20 years</td>
<td>1 day, 6 hours</td>
<td>21 days</td>
</tr>
<tr>
<td>Over 20 years</td>
<td>1 day, 7 hours</td>
<td>22 days, 4 hours</td>
</tr>
</tbody>
</table>

(3) All Non-Classified Administrative and Faculty employees shall accrue annual leave at the rate of 22.5 days per calendar year (1 Day, 7 Hours per Month), regardless of length of service. Faculty on 9 or 10 Month contracts who abide by the student time-off schedule shall not accrue annual leave. Employees who work less than full-time, but more than 20 hours per week, shall accrue annual leave in the same proportion to the time worked.

(4) Annual leave is cumulative; however, no employee may have accrued annual leave in excess of 30 days on December 31 of each year. Accrued annual leave may exceed 30 days during the calendar year, but days accrued in excess of 30 will be lost if they are not used before December 31 of each year.

(5) Annual leave may not be accrued during a period of leave without pay when such leave is for ten or more days within a calendar month.

(6) Employees may request the use of accrued annual leave at any time. Department directors and other appropriate department heads shall grant requests for annual leave when it will least interfere with the efficient operation of the department. Department directors/heads may, at their discretion, deny the use of annual leave to absent employees who have exhausted all sick leave if abuse of sick leave is suspected.

(7) Annual leave shall be granted on a basis of work days rather than calendar days, and shall be deducted from the employee's accrued leave in increments of not less than 15 minutes. Non-work days such as weekends and holidays falling within a period of annual leave will not be charged as annual leave.

(8) Upon termination, resignation, death or other action by which an active employee leaves the employment of the University,
the amount due the employee or their estate from accrued annual leave or holiday leave shall be included in the final pay to the employee. Unused annual leave to an employee's credit as of the last day of duty shall be liquidated by a lump sum payment not to exceed 30 working days, inclusive of holidays. No employee receiving such additional compensation shall return to University employment until the number of days for which he/she received additional compensation has expired. Employees transferring to another State agency or institution may transfer all accrued annual leave.
Attendance at Professional Meetings

Members of the teaching, research, administrative, and extension staffs are encouraged to attend professional meetings, as such attendance is deemed beneficial to both the individual and to the University. Brief leaves from official duties will be granted for attendance at such meetings when circumstances permit, the University will reimburse the individual for a part of the travel expenses when travel funds are available for such purposes and to the extent allowed by University travel regulations. Applications for leave and travel allowance for attendance at professional meetings must be approved in advance by the appropriate administrative personnel.
PURPOSE

The University of Arkansas for Medical Sciences (UAMS), in compliance with Act 169 of 1991[i], Act 1176 of 1999[ii], and the implementation "Rules and Regulations of the Office of Personnel Management[iii]" for that Act, has established a uniform procedure to administer an approved "Catastrophic Leave Bank Program". This program will allow UAMS employees to donate sick and/or annual leave for the purpose of assisting other employees, both Classified and Non-Classified, who have exhausted their time-off due to catastrophic accident or illness. Catastrophic Leave with pay (hereafter "Leave") is a type of "leave of absence" created when time-off hours (sick and annual leave) are donated to the UAMS Leave Bank for purposes of paying an employee when they are incapacitated and unable to perform the duties of their job due to a catastrophic illness or accident.

POLICY

It is the policy of UAMS that no employee shall directly or indirectly intimidate, threaten, or coerce (or attempt to do so) any other employee for the purpose of interfering with an employee's ability to donate, receive or use annual or sick leave, including Catastrophic Leave. Eligible leave donors shall be full-time, regularly appointed employees (Classified or Non-Classified) who have accumulated combined sick and annual leave in excess of 80 hours. For purposes of this policy, "full-time" shall be defined as 40 hours per week; 36 hours per week for 12-hour nurses and 24 hours per week for Week-end Option nurses and others who are declared "full-time for benefits" under specific compensation plans. Leave may be donated in increments of one hour or more. Once donated, the leave will not be restored to the leave donor under any circumstances. All donated leave becomes the property of the Leave Bank and may be used for the benefit of an eligible employee specified by the Catastrophic Leave Committee for any employee who meets the criteria for receipt of leave.

“Catastrophic illness’ means a qualifying medical condition of an employee, the spouse or parent of the employee, or of a child of the employee which may be claimed as a dependent under the Arkansas Income Tax Act of 1929 (Section 3. Arkansas Code 6-63-601(1)).

LEAVE ELIGIBILITY CRITERIA

Eligible leave recipients shall meet e) of the following requirements:

a) Occupation of a regular (non-temporary), non-faculty or non-resident, "full-time" benefits-eligible position for a minimum of two (2) years cumulative. "Full-time" is the same as defined above for leave donor, and service need not be continuous.

b) Exhaustion of all accrued annual, sick, holiday, and compensatory time-off, whereby continued absence will cause a substantial loss of income.

c) No disciplinary notices (written warning) for any leave abuse (absenteeism or related) during the past two (2) years.

d) Certification from a physician (or other individual as provided by law) of a Catastrophic Leave will be granted only as long as the physician certifies that the recipient is unable to work. Leave may not be awarded retroactively.

A "prolonged period" means a continuous period of at least thirty (30) working days or six (6) weeks wherein the employee cannot perform work duties. Routine disabilities or disabilities resulting from elective surgery do not qualify as catastrophic.

CONDITIONS OF PARTICIPATION

The leave recipient shall agree, as a voluntary condition of participation, that any sick, annual, or holiday hours accrued while receiving Leave from the program will be assigned to the Leave Bank upon their return to full duty.

The leave recipient shall agree that any unused portion of the Leave, such as created by separation from employment or return to work prior to
While on Leave, the leave recipient shall be paid the normal base rate of pay and will continue to receive normal UAMS benefits, including UAMS contributions to insurance and retirement. The recipient's merit eligibility date will not change. The granting of Catastrophic Leave does not create any expectation or promise of continued employment.

Receipt of Catastrophic Leave shall be limited to the start of Long Term Disability (LTD) payments, or a maximum of six (6) months, unless the recipient can demonstrate that disability (Long Term Disability) or Social Security benefits have been denied.

Catastrophic Leave may be requested and granted in separate instances without regard for cumulative Leave granted.

**GRANTING OF LEAVE**

The Catastrophic Leave Policy Committee (hereafter "Committee") will review applications from employees for Leave. The Committee’s decisions are not subject to grievance, arbitration or litigation. Committee action may be appealed only to the Assistant Vice Chancellor of Human Resources.

The Committee shall be comprised of at least five members and the committee shall elect a chairperson from the committee membership. The Committee will be composed of a representative from the House of Delegates, the Academic Senate, the Office of Human Resources management, the Employee Assistance Program (EAP) and the Director of Human Relations. The Committee will review all requests for Leave, determine eligibility, and provide a process for dispute resolution on Leave issues, and will recommend action to the Chancellor or his designee. The Committee may grant Leave only in one (1) hour increments but may not approve Leave in an amount which would result in a negative balance in the UAMS Leave Bank. When the amount of Leave in the Bank is at or near exhaustion, applications will be reviewed on a first filed/first considered basis.

**PROCEDURE**

1. A leave donor may voluntarily donate sick and/or annual leave, reducing accrued leave to a minimum combined balance of 80 hours, by completing a form for this purpose. This form should be forwarded to the donor's timekeeper, for verification of the donor's leave balance. Following verification of the donor's eligibility, the timekeeper will forward the form to the Office of Human Resources (OHR). The donor cannot assign his/her hours to a particular employee.

2. Payroll will deduct the leave from the donor's accrued balance(s), OHR will notify the donor of the accepted reduction, and increase the Leave Bank accounts appropriately. The name of the leave donor, amount of leave donated, the rate of pay and the dollar value of the donated leave shall be recorded. No deduction made from department's budget for the value of the leave donated.

3. An employee requesting hours from the Leave Bank may apply for Catastrophic Leave by completing a “Recipient Application Form” and sending it to their immediate supervisor or department head, stating a case for eligibility and need. A fellow employee, the supervisor, or the department head may also initiate the request. The appropriate forms can be printed from the UAMS website, [http://www.uams.edu/ohr/Forms.htm](http://www.uams.edu/ohr/Forms.htm). The required forms for an employee include the Recipient Application Form, Physician’s Certification Form and the Liability Agreement Form. For an employee to request Catastrophic Leave to provide care for a child, an additional Dependent Child Certification must be submitted and signed by the DFA-Revenue-Individual Income Tax Section. If the child is a newborn, then a copy of the birth certificate will be required. If the employee is requesting Catastrophic Leave to provide care for a parent, spouse or child a letter must be submitted from the physician and from the employee stating why constant care is needed from the employee.

4. The department head may support the employee's request by indicating on the application form that the employee meets each of the criteria for receipt of Leave. The department head may choose not to support the employee's request by indicating which of the criteria the employee fails to meet or any other reason the employee should not be granted Catastrophic Leave. In either case, the department head will forward the employee's request and the department's opinion to OHR. The requesting party (employee, colleague, or department representative) must ensure that a "Physician's Statement Form" is completed by the employee's attending physician and forwarded to OHR.

5. Upon receipt of the application form, OHR will verify that the employee meets all applicable criteria, that the department has issued an opinion, and that all forms a physician's statement has been have been received. This information will be forwarded to the Chair of the Leave Policy the Catastrophic Leave Committee.

6. The Chair of the Leave Policy Committee will notify all Committee members that a request has been received and will open the case for review. The Committee will meet approximately every two (2) weeks to review applications and make the appropriate decisions based on the information provided.

7. When the employee's department is opposed to the granting of the Leave, the Committee will allow that department head and the requesting employee (or their spokesperson) to appear in person provide a written statement before the Committee.
8. If the Committee finds that the Leave should not be granted for whatever reason, the Committee will notify the employee in writing and allow the employee (or their spokesperson) to appear before the Committee appeal the decision to the Assistant Vice Chancellor of Human Resources, in writing with additional supporting documents.

9. When approved, OHR will notify the employee’s department to post hours to “CATLV” for AccuTime electric posting, maximum hours, start date and stop date will be specified. Although paid, the employee will be considered on “Leave of Absence.” Thus the department should place the employee on Leave of Absence with Pay by processing this action in SAP using the PA40 transaction. For instruction on how to run this transaction, refer to the SAP on-line Training Manual, http://intranet.uams.edu/enterprise/Manuals.htm. As with other types of Leave of Absence (see Section 4.6 of the UAMS Administrative Guide), the department remains primarily responsible for returning the leave recipient to a same or similar position at the conclusion of the Leave of Absence. Department is responsible for funding the employee’s catastrophic leave.

10. The first twelve weeks of Catastrophic Leave will be counted toward the employee’s rights to leave under the Family Medical Leave Act of 1993 (FMLA). The notification to the employee will be included on the award letter that will be sent to the employee’s permanent address.

11. Any sick and annual leave or holiday leave accrued by the leave recipient will be reduced to zero and assigned to the Leave Bank upon the employee’s return to full duty. The department should not process sick and vacation time that will accrue once the employee’s vacation and sick amounts have been used and the Catastrophic Leave posting has begun.

12. When the approved Leave is exhausted at 1040 hours, or at the conclusion of six months, or when the recipient no longer requires Catastrophic Leave, the department shall cease to post hours and will notify the Committee OHR of the date of the employee’s returns or the last date of posting.

13. At the end of the Leave period, and where appropriate, OHR the department will initiate action to return the leave recipient to the same or similar position. A Return From LOA action need to be completed by using the PA40 transaction in SAP. For instruction on how to run this transaction, refer to the SAP on-line Training Manual, http://intranet.uams.edu/enterprise/Manuals.htm.

14. The Catastrophic Leave Bank will be administered in accordance with the following guidelines: The following records will be kept:

a) For the donation process: the amount of leave donated by each employee, the rate of pay and dollar value of such donated leave at the time of donation;

b) For the award process: the amount of Catastrophic Leave awarded, including the name of the recipient, position number, rate of pay and social security number; and

c) Any other such data as required by the Director of the Department of Finance and Administration or UAMS.

FORMS

UAMS Catastrophic Leave Bank Program Recipient Application Form

UAMS Catastrophic Leave Bank Program Physician Statement Form

UAMS Catastrophic Leave Bank Program Liability Agreement

UAMS Catastrophic Leave Bank Program Dependent Child Certification

REFERENCE

[i] Act 169 of 1991
[ii] Act 1176 of 1999
PURPOSE

The University of Arkansas for Medical Sciences (UAMS), in conformance with Act 835 of 2003, Arkansas Code, Annotated § 21-4-213 & 21-5-104 and the Office of Personnel Management Policy 105.9.1, has established clearly defined uniform procedures under which court and jury leave may be granted and taken. The purpose of this policy is to inform all departments within UAMS of these procedures so that uniformity and equity can be established throughout the campus.

PROCEDURE

1. A UAMS employee who serves as a juror or is subpoenaed as a witness to give a deposition in a court or hearing, not involving personal litigation or service as a paid witness outside the scope of state employment is entitled to receive normal and full compensation in addition to any fees paid for such services. Such absences shall not be counted as annual leave. Employees normally scheduled for evening and night shift duty shall also be entitled to time-off from these shifts for court duty performed during the day.

2. Employees involved in personal litigation will be required to take annual leave.

3. It is the preference of the University that witnesses complete such service by providing a statement or deposition to the involved attorney whenever possible. Statements or depositions which involve the University may be taken during duty hours. All others should be handled during non-working hours.

4. Employees accepted by the court as expert witnesses and paid a fee in excess of the normal witness fee shall take annual leave for the time required for such testimony. Likewise, volunteers who have not been subpoenaed to serve as witnesses or those that are subpoenaed as a witness for personal litigation will be required to request annual leave.

5. If an employee’s service on a jury would substantially interfere with the execution of the University work schedule, then the appropriate Dean, Executive Director or Vice Chancellor may petition the judge in writing for exemption of the employee from service. However, if exemption is denied or if no response is received prior to the set date of jury duty, then the employee must report for jury duty.
PURPOSE

The University of Arkansas for Medical Sciences (UAMS), in conformance with Act 1077 of 1979, Uniform Attendance and Leave Policy, and the University of Arkansas Board of Trustees' Policy 420.1 Leave Policies for Academic and other Non-classified Personnel and 420.2 Leave Policies for Classified Employees including patient care, and has established clearly defined uniform procedures under which educational leave may be granted and taken. The purpose of this policy is to inform all departments within UAMS of these procedures so that uniformity can be established throughout the campus.

PROCEDURE

1) An employee of UAMS requesting educational leave must obtain approval from the University of Arkansas President. Employees requesting such leave must first submit the request in writing to the appropriate director or academic head of their department. Upon departmental approval, the request shall be forwarded to the appropriate division Dean, Executive Director or Vice Chancellor for division-level approval, and the division administrator shall then submit the approved request to the UAMS Chancellor for campus approval prior to forwarding it to the University President. Leave policies are different for Classified and Non-Classified patient care (see (2) below) and for Academic and Other Non-Classified Personnel (see (3) below).

2) Classified and Non-Classified Patient Care: A permanent employee may be granted educational leave by the President of the University on the following basis:

1. The employee will continue in the service of the University for a period of time as statutorily required or in the absence of a specific law, at least twice the length of his or her course of training. Any employee who does not fulfill these obligations shall be required to pay to the University the total cost or a proportionate share of the cost of the out-service training and compensation paid during the training period.

2. A written contract setting forth all terms of the agreement shall be signed by the employee and the President or Chancellor. The employee shall retain all rights in the position held at the time when the leave was granted or in one of comparable security and pay.

3. The amount of salary paid during the training period will be agreed upon by the employee and the President or Chancellor but may not in any case exceed the regular salary paid the employee. Payments for tuition, fees, books, and transportation may be made only if such sums have been specifically appropriated by the General Assembly for such purposes.

3) Academic and Other Non-Classified Personnel:

1. Leave-of-Absence Without Pay: The President of the University is authorized to grant leaves-of-absence without pay for a period not to exceed one year.
2. Vacation Leave for Graduate Study: Vacation leave for graduate study may be granted to otherwise eligible employees under the following terms:

   a) Accrued vacation with pay may, if used for graduate study, be accumulated for two calendar years preceding the date of the leave if it is used by January 1 of the third year.

   b) Permission to carry over such credit must be requested in writing by the employee and approved by the President in advance of the commencement of vacation accrual. The President may approve a modified application of the regulation where circumstances warrant not to exceed the earned vacation allowance for two years.
PURPOSE

UAMS recognizes the importance of achieving a healthy balance between work and family responsibilities. The Family and Medical Leave Act of 1993 ("FMLA") requires certain employers to allow eligible employees to take up to 12 weeks of leave (paid and/or unpaid) to care for a newborn or newly adopted child, to recuperate from their own serious illness, or to care for a seriously ill family member. An eligible employee is one who has at least 12 months of employment with the State of Arkansas and has worked at least 1,250 hours during the previous 12-month period. The purpose of this policy is to notify employees and departmental supervisors within UAMS of the guidelines established by the FMLA and to ensure that uniform procedures and compliance exist across all organizational lines.

POLICY

An eligible employee may take up to 12 weeks of family and medical leave during a “rolling backward” 12-month period for specified family and medical reasons. Eligible employees are entitled to 12 workweeks of FMLA leave during any 12-month period. Under the rolling backward method, the 12-month period will be measured backward from the date an employee requests FMLA leave to determine whether the employee is eligible for any additional leave.

Family and medical leave may be requested for:

- **Birth, adoption, or foster care** --- A new parent or foster parent may apply for leave within one year after the child is born or placed in the parent’s home. If both parents work for UAMS, they will be entitled to a total of 12 weeks between them.

- **The employee’s serious health condition, as defined by law** --- This includes an employee who requires inpatient treatment, has a chronic health problem, is incapacitated for more than three calendar days while receiving medical treatment, or has a non-chronic health condition that could result in a period of incapacity for more than three calendar days without medical treatment or is pregnant (including prenatal care).

- A serious health condition, as defined by law, of an employee’s spouse, child, or parent and for whom the employee is needed to provide care.

1. Leave can be taken on a continuous, reduced, or intermittent basis depending upon the situation. A reduced leave schedule is one which reduces an employee’s usual number of working hours per workweek or hours per workday. Intermittent leave is taken in separate blocks of time due to a single qualifying reason. Employees should contact their immediate supervisor to request reduced or intermittent leave. *(Additional information on reduced and intermittent leave appears at the end of this administrative guide policy.)*

2. UAMS requires employees to use all unused sick days, annual/vacation days, and personal holidays during any FMLA leave. If an employee has exhausted all paid leave, the balance of the FMLA leave is unpaid. *(Exception: The State of Arkansas, OPM Section 105.5.1, provides that an employee taking maternity leave may elect to take a leave of absence without pay and not exhaust their accumulated annual and sick leave.)* At the point when an employee's FMLA leave is without pay, the department MUST place the employee on a FMLA "leave of absence without pay status" in SAP.
2. UAMS requires employees to use all unused sick days, annual/vacation days, and personal holidays during any FMLA leave. If an employee has exhausted all paid leave, the balance of the FMLA leave is unpaid. *(Exception: The State of Arkansas, OPM Section 105.5.1, provides that an employee taking maternity leave may elect to take a leave of absence without pay and not exhaust their accumulated annual and sick leave.)* At the point when an employee's FMLA leave is without pay, the department MUST place the employee on a FMLA "leave of absence without pay status" in SAP.

3. FMLA leave runs concurrently with any paid or unpaid leave that is taken (e.g., Worker’s Compensation and Catastrophic Leave). Any leave falling under the protection of FMLA *cannot* be classified as an occurrence in any absence control policy or practice, nor may any disciplinary action be taken for absences covered by FMLA. The department is responsible for making sure the employee’s job duties are fulfilled while the employee is on FMLA leave.

4. An employee will not accrue sick days, vacation days, or personal holidays while on an unpaid FMLA leave. While on unpaid intermittent or reduced-schedule FMLA leave, an employee’s accrual of sick, vacation, and personal days will be pro-rated in accordance with the intermittent or reduced work schedule. When FMLA leave is unpaid, the Office of Human Resources (OHR) will contact the employee to arrange for payment of their insurance premiums.

5. When FMLA leave is paid leave, the employee may maintain regular payroll deductions for benefit coverage, and UAMS will continue to pay the University share. The employee will also accrue vacation, sick, and holiday hours as long as they are on paid leave. If, at any time, the employee’s normal scheduled work hours are reduced and they are still in a pay status, their department is responsible for contacting Payroll to adjust their monthly leave accrual.

6. FMLA leave does not have to be requested by the employee. UAMS may designate the leave as FMLA when the guidelines for receiving leave are met. An employee’s department should notify the employee in writing that their leave will be classified as FMLA.

7. Upon return from FMLA leave, the employee is entitled to be returned to the same position held when FMLA leave commenced or to an equivalent position with equivalent benefits, pay, and other terms and conditions of employment. In the event that an employee’s position is eliminated as part of a scheduled reduction in force while the employee is on leave, UAMS is not obligated to reinstate the employee unless there is an open equivalent position available at the time the employee is able to return to work and for which the employee is otherwise qualified.

8. Certain “key employees” *(as defined by law is a salaried FMLA-eligible employee who is among the highest paid 10 percent of all employees employed by UAMS)* may be denied restoration to their jobs when that restoration would cause substantial and/or grievous economic injury to the University’s operations. An employee who is considered a key employee under the FMLA will be notified of that fact at the time he/she requests a leave of absence.

9. If an employee fails to return to work following FMLA leave, the employee may be required to reimburse UAMS for its share of benefit premiums paid on the employee’s behalf during the period of unpaid FMLA leave. If it becomes known that the employee is not returning to work and, therefore, ceases to be entitled to FMLA leave, the University’s obligation to provide health benefits (except as provided under COBRA) and to restore the employee to work will cease at that time. In order to be eligible for COBRA, the employee must first pay all of their portion of benefit premiums.

10. When an employee completes twelve (12) weeks FMLA leave in any twelve (12) month period and has not returned to work, the supervisor should contact the Employee Relations Manager in the Office of Human Resources for guidance.

11. Each department at UAMS is responsible for all documentation and record keeping and *must* maintain a record of all leave reports involving FMLA for a minimum of three years. This confidential file must be kept separate from other files and only include medical documents.

**PROCEDURES**

Employee Notice: An employee should request FMLA leave to the employee’s supervisor verbally or by submitting a written request for leave sufficient to make the employer aware that the employee needs FMLA qualifying leave and the anticipated timing and duration of the leave. An employee must provide the supervisor at least 30 days advance notice before FMLA leave is to begin if the need for leave is foreseeable based on an expected birth, placement for adoption or foster care, or planned medical treatment for a serious health condition of the employee or of a family member. If 30 days notice is not practicable, such as because of lack of knowledge of approximately when leave will be required to begin, a change of circumstances, or a medical emergency, notice must be given as soon as practicable.

- If the employee fails to properly inform the employer, he or she has no FMLA protection for the absence;
- For extended FMLA leave, the employee is required to give advance notice where possible, keep the supervisor informed of their need for continued leave, give two days notice prior to returning to work, and promptly return to work when the conditions which necessitated the leave are no longer present.

Departmental Response: If an employee requests FMLA leave or the employer designates time off as FMLA leave, the employer must provide the employee with written notice that includes, as appropriate, the following information:

- That the leave will be counted against the employee’s annual FMLA leave entitlement;
- Any requirement for a medical certification and the consequences of failing to provide certification;
- That the leave runs concurrently with any paid or unpaid leave that is taken;
- Any requirement to make premium payments to maintain health benefits, the arrangements for payments, and the consequences of failing to do so ~ the employee must contact OHR for assistance;
- Any requirement for a fitness-for-duty certificate and be restored to employment;
- The employee’s status as a “key employee” and its consequences;
- The right to restoration to the same or equivalent position; and
- Potential liability for the employer’s share of health insurance premiums paid by the employer if the employee fails to return to work.

If possible, the supervisor or director should respond in writing to the employees within 2 business days of the request date, thereby granting or denying the request. (The proper form to use is the “Leave or Clocking Exception Request”).

Certification: When the FMLA leave is to care for the employee’s seriously-ill spouse, child, or parent, or due to the employee’s own serious health condition that makes the employee unable to perform one or more of the essential functions of the employee’s position, UAMS requires that leave be supported by a certification issued by the health care provider of the employee or the employee’s ill family member. [1] (This form, entitled “Certificate of Health Care Provider”, is available through the Office of Human Resources or at www.uams.edu/ohr in the forms section.) When the leave is foreseeable and at least 30 days notice has been provided, the employee should provide the medical certification before the leave begins. When this is not possible, the employee must provide the requested certification to the employee’s supervisor within 15 calendar days from the supervisor’s request.

For extended FMLA leave, the employee may be requested to provide medical certification updates every thirty (30) days. In cases of illness the employee can be required to report periodically to their manager their leave status and their intention to return to work.

If the employee’s absence does not match what the health care provider stated on the Certificate of Health Care Provider form, an updated form can be requested or if the supervisor suspects leave abuse, a health care provider’s note can be requested. ~ Ref: Admin Guide, Sick leave 4.6.03 Also, if the department has questions or needs additional information about what is written on the form, a designated health care provider who represents UAMS will contact the
employee’s health care provider, with the employee’s permission, to clarify or authenticate the medical certification. (Contact the Employee Relations Manager for guidance.) In some instances the form may be returned to the employee for completion if it is obvious that it is not completed in its entirety. Both the FMLA and the Health Insurance Portability and Accountability Act (“HIPAA”) that UAMS obtain authorization prior to seeking this information from the employee’s health care provider. (This form entitled “HIPPA Authorization for release of Information to UAMS” is available in the Office of Human Resources or at www.uams.edu/ohr in the forms section) The employee is not required to sign the authorization, but if he/she does not, UAMS may not be able to adequately evaluate the request for leave. Under such circumstances, UAMS may deny the request for leave based on the information provided in the employee’s health care certification or require the employee to obtain a second opinion from a health care provider retained by UAMS at its expense.

If there is reason to doubt the validity of the Certification of Health Care Provider, UAMS may require a second opinion from a health care provider it designates. If that opinion differs, the opinion of a third health care provider, jointly approved by the employee and UAMS, may be solicited. That opinion shall be final and binding. UAMS will be responsible for the expenses of the second and third opinions.

As a condition of restoring an employee whose FMLA leave was occasioned by the employee’s own serious health condition that made the employee unable to perform the employee’s job, UAMS may require the employee to obtain and present certification from the employee’s health care provider that the employee is able to resume work. Such “fitness-for-duty certification” may only be sought with regard to the particular health condition that caused the employee’s need for FMLA leave.

**Intermittent and reduced schedule leave:** FMLA leave may be taken intermittently or the employee can work a reduced work schedule under certain circumstances:

- For intermittent leave or leave on a reduced leave schedule, there must be a medical need for leave (as distinguished from voluntary treatments and procedures) and it must be that such medical need can be best accommodated through an intermittent or reduced leave schedule. This medical necessity must be certified by the employee’s health care provider on the Certification of Health Care Provider form.

- Employees needing intermittent FMLA leave or leave on a reduced leave schedule must attempt to schedule their leave so as not to disrupt the University’s operations.

- When an employee requests FMLA intermittent or reduced-schedule leave for any reason, UAMS may temporarily transfer the employee to another available position with equivalent pay and benefits if such a transfer better accommodates the employee’s need for a reduced schedule or intermittent leave.

- Leave may be taken on a reduced leave (part-time) work schedule when approved by the employee’s manager. This will not reduce the total amount of leave entitlement.

- The employee may take intermittent FMLA leave for their own chronic serious health condition if they are unable to perform the essential functions of the job because of this chronic condition. They may also take intermittent FMLA leave to care for a family member that has a chronic serious health condition. The employee or the family member does not have to receive treatment for each episode, but there must be an initial diagnosis by a Health Care Provider and the completed form must be on file with their manager. The Certification Form must contain a statement that the employee is needed to care for the child, spouse or parent and also give an estimate of the amount of time required.

- An expectant mother may take FMLA leave intermittently before the birth of her child and for prenatal care or if her condition causes her to be unable to work.

- Intermittent FMLA leave may be used before the actual placement or adoption of a child and if the absence from work is necessary for the adoption or foster care placement to proceed.

- When the employee takes FMLA leave for the birth of a child or the placement of a child with them for
adoption or foster care, they may take the leave intermittently only if the supervisor agrees to the proposed arrangement. The part-time arrangement must not exceed the 12 week cumulative limit.

· Management approval is not required if a new mother has a serious health condition connected with the birth of her child or if the newborn child has a serious condition.

· The employee has two days upon their return to work to advise their manager that their absence was covered under FMLA (the manager should already have a Certificate for Healthcare Provider Form on file.)

REFERENCES

4.6.08 - Leave of Absence

4.6.07 - Catastrophic Leave

4.1.08 - Workers Compensation

4.6.03 – Sick Leave

[1] For purposes of this policy: “Health Care Provider” refers to a doctor of medicine or osteopathy who is authorized to practice medicine or surgery by the State in which the doctor practices; or any other person determined by the US Department of Labor to be capable of providing health care services. This includes clinical social workers who are authorized to practice under state law, podiatrists, dentists, clinical psychologists, Christian Scientists practitioners, optometrists and chiropractors (limited to treatment consisting of manual manipulation of the spine to correct a subluxation as demonstrated to exist by an x-ray), nurse practitioners and nurse-midwives.
POLICY

The State of Arkansas has mandated that all State employees will receive payment for twelve (12) holidays each year, subject to further review and definition by the University Board of Trustees and the University of Arkansas for Medical Sciences (UAMS) Chancellor. Owing to the unique mission of the University of Arkansas System and each individual campus, the days observed may vary, but the total number of days observed remains the same for each agency or institution of the State. The UAMS Office of Human Resources (OHR) will notify all department directors and other appropriate department heads, and all division Deans, Executive Directors and Vice Chancellors of the holiday schedules each year via an attachment to this policy. Additional holidays proclaimed by the Governor will be observed on that day or another, subject to the approval of the Chancellor.

PROCEDURE

(1) All regular, probationary, provisional, and part-time employees, regardless of percent of time worked, shall receive holiday time off in proportion to time worked. A “holiday” is defined as an eight (8) hour period of leave time for a full-time (100%) employee; leave time does not vary according to the daily schedule (8, 10, 12 hour shift) of the employee.

(2) Faculty on nine or ten month contracts who abide by the student time-off schedule shall observe student holidays in lieu of those on the attached Holiday Schedule.

(3) Accrued holidays not taken are payable at the time of termination, but the sum of holiday and vacation hours cannot exceed 240 hours.¹

(4) To be eligible for holiday pay, an employee must be in a pay status on the last scheduled work day before the holiday, and at least one hour on the first scheduled workday after the holiday. Timekeepers will post holiday taken as HOL or HOLF (if counted for FMLA tracking).

(5) When a holiday occurs while an employee is on vacation or sick leave, that day will be charged as a holiday and will not be charged against the employee's vacation or sick leave accruals.

(6) When a holiday falls on an employee's regularly scheduled day off, the employee will be given equivalent time off.

(7) Staff employees must work on any holiday when the needs of the institution require it. The need will be determined by the employee's department director or other appropriate department head.

(8) Days off in lieu of holidays worked may be taken at a time approved by the employee's department director or other appropriate department head. Faculty and senior administrators required to work on a scheduled holiday or a Governor's proclaimed holiday are not eligible for compensatory time-off.

(9) When a holiday, except December 25, occurs on a Saturday, the preceding Friday is observed as a holiday. When December 25 occurs on a Saturday, the following Monday is observed as a holiday. When the holiday, except December 24, occurs on a Sunday, the following Monday is observed as a holiday. When December 24, occurs on a Sunday, the preceding Friday is observed.

(10) Holidays declared by Governor's Proclamation will be observed by departments not involved in patient care activities. Employees who care for patients and are scheduled to work on these proclaimed holidays will not receive time-and-a-half pay. However, they will be entitled to equivalent time-off at a time which is mutually acceptable to the employee and the department director or other appropriate department head.

(11) Employees are to notify their department or other appropriate department head of their request to take their birthday and hire date anniversary time off within a reasonable amount of time.
### 2005 Holiday Schedule

<table>
<thead>
<tr>
<th>Holiday</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>New Year's Day</td>
<td>December 31, 2004</td>
</tr>
<tr>
<td>Martin Luther King's Birthday</td>
<td>January 17, 2005</td>
</tr>
<tr>
<td>George Washington's Birthday</td>
<td>February 21, 2005</td>
</tr>
<tr>
<td>Memorial Day</td>
<td>May 30, 2005</td>
</tr>
<tr>
<td>Independence Day</td>
<td>July 4, 2005</td>
</tr>
<tr>
<td>Labor Day</td>
<td>September 5, 2005</td>
</tr>
<tr>
<td>Veteran's Day</td>
<td>November 5, 2005</td>
</tr>
<tr>
<td>Thanksgiving Day (Day after Thanksgiving is a holiday only if declared by the Governor)</td>
<td>November 24, 2005</td>
</tr>
<tr>
<td>Christmas Eve</td>
<td>December 23, 2005</td>
</tr>
<tr>
<td>Christmas Day</td>
<td>December 26, 2005</td>
</tr>
<tr>
<td>Employee’s Birthday</td>
<td></td>
</tr>
<tr>
<td>Employee’s Anniversary Date of Hire</td>
<td></td>
</tr>
</tbody>
</table>

### 2006 Holiday Schedule

<table>
<thead>
<tr>
<th>Holiday</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>New Year's Day</td>
<td>January 2, 2006</td>
</tr>
<tr>
<td>Martin Luther King’s Birthday</td>
<td>January 16, 2006</td>
</tr>
<tr>
<td>George Washington's Birthday</td>
<td>February 20, 2006</td>
</tr>
<tr>
<td>Memorial Day</td>
<td>May 29, 2006</td>
</tr>
<tr>
<td>Independence Day</td>
<td>July 4, 2006</td>
</tr>
<tr>
<td>Labor Day</td>
<td>September 4, 2006</td>
</tr>
<tr>
<td>Veteran's Day</td>
<td>November 10, 2006</td>
</tr>
<tr>
<td>Thanksgiving Day (Day after Thanksgiving is a holiday only if declared by the Governor)</td>
<td>November 23, 2006</td>
</tr>
<tr>
<td>Christmas Eve</td>
<td>December 22, 2006</td>
</tr>
<tr>
<td>Christmas Day [New Year’s Day will be observed on January 1, 2007]</td>
<td>December 25, 2006</td>
</tr>
<tr>
<td>Employee’s Birthday</td>
<td></td>
</tr>
<tr>
<td>Employee’s Anniversary Date of Hire</td>
<td></td>
</tr>
</tbody>
</table>
PURPOSE

The University of Arkansas for Medical Sciences (UAMS) recognizes that transportation problems result from inclement weather and hazardous road conditions. However, by virtue of our commitment to patient care, academics, and research, this campus never closes. When conditions dictate, the normal work schedule may be revised by excusing late arrivals or permitting early departures. Decisions will be made on an individual case basis for each incident of bad weather or hazardous road conditions.

PROCEDURE

1. In severe weather or hazardous road conditions, the Chancellor or his designated representative will decide if a liberal work schedule excusing late arrivals or permitting early departures will be allowed.

2. The decision of the Chancellor or his designated representative will be conveyed to the Office of Human Resources (OHR) as soon as it has been reached.

3. The OHR will immediately notify all cabinet/division level offices. The administrators within these divisions will be responsible for communicating the decision to all departments reporting to them. Department Chairs and Directors will be responsible for communicating the decision to their staffs.

- Office of the Vice Chancellor for Academic Affairs
- Office of the Vice Chancellor for Administration/ Legislative Affairs
- Office of the Vice Chancellor for Finance & CFO
- Office of the Vice Chancellor for Development
- Office of the Vice Chancellor for Communications
- Office of the Dean, College of Medicine
- Office of the Dean, College of Nursing
- Office of the Dean, College of Pharmacy
- Office of the Dean, College of Health Related Professions
- Office of the Dean, College of Public Health
- Office of the Dean, Graduate School
- Office of the Vice Chancellor for Clinical Programs
- Office of the Vice Chancellor for Campus Operations
- Office of the AHEC Director
- Office of the Executive Director, Arkansas Cancer Research Center
- Office of the Director, Myeloma Institute
- Office of the Director, Center on Aging
- Office of the Director, Jones Eye Institute
- Office of the Director, Jackson T. Stephens Spine Institute

4. In addition to contacting the administrative offices listed above, the Office of Human Resources will also notify the following radio and television stations:
5. The Office of Human Resources may also directly notify, upon request, any other UAMS department whose operations are directly and critically affected by inclement weather.

6. When recording time for an authorized later arrival or early departure, Department Directors or their designated assistants should record the employee's regularly scheduled hours as hours worked.

7. Employees requesting the use of accrued Holiday, Annual Leave or Compensatory Time during inclement weather conditions must obtain approval from their Department Director. Department Directors may approve such requests only after all staffing requirements have been met for the department.

8. Departments adequately staffed, as determined by the Department Director, shall not charge employees for late arrival or early departure (normally two hours). Departments will charge leave for time beyond the normal two hours allowed to employees who arrive late or leave early.

9. Employees absent during inclement weather conditions without approval from their Department Director will be charged for leave of absence without pay, and a disciplinary notice may be issued.

10. Employees of the UAMS Medical Center must also comply with Inclement Weather Policy HR 2.03 of the UAMS Medical Center Policy and Procedures Manual.

REFERENCE

1 UAMS Policy 4.4.01, Basic Code of Conduct
   UAMS Policy 4.4.02, Employee Disciplinary Notice
   UAMS Policy 4.6.08, Leave of Absence Without Pay
PURPOSE

The University of Arkansas for Medical Sciences (UAMS), in conformance with Act 1077 of 1979, Uniform Attendance and Leave Policy, and the University of Arkansas Board of Trustees' University-wide Administrative Memorandum 435.3, Leave Policy for Classified Employees, has established clearly defined uniform procedures under which leaves of absences may be granted and taken. The purpose of this policy is to inform all departments within UAMS of these procedures so that uniformity can be established throughout the campus.

PROCEDURE

1. Employees requesting extended personal leave for reasons other than maternity, extended illness, injury or disability must obtain approval from the University of Arkansas President. Employees requesting such leave of absence must submit the request in writing to the appropriate director or academic head of the department. Upon departmental approval, the request shall be forwarded to the appropriate division Dean, Executive Director or Vice Chancellor for division-level approval, and the division administrator shall then submit the approved request to the UAMS Chancellor for campus approval prior to forwarding it to the University President.

2. The President may grant an employee's written request for a leave of absence without pay not to exceed six months, unless granted in accordance with the provisions of military leave. Employees must submit requests for leave of absence in sufficient time to secure approval prior to the employee's departure.

3. Employees requesting extended leave of absence without pay for reasons of maternity, extended illness, injury or disability may obtain approval from their department or division director without further approval from the University President. Employees requesting such leave of absence must obtain approval from their immediate supervisor and their department director, or division Dean, Executive Director or Vice Chancellor. The department or division director may grant a leave of absence without pay for the above types of leaves for a period not to exceed six months.

4. Departments should change the employee’s status to leave with or without pay in SAP and also indicate the employees expected date of return.

5. Employees on extended leave of absence without pay will retain the same review month, but their next scheduled salary increase should be delayed by the number of months of unpaid leave.

6. Employees shall not be granted leave without pay, except for maternity purposes, until all accumulated annual leave has been exhausted. Also, employees on leave of absence without pay cannot accumulate annual leave, or receive pay for legal holidays. Employees may still be covered under most benefit plans, and should contact the
0HR office to make payment arrangements. Departments will be charged for the department’s normal share of benefits while the employee is on LOA.

7. Maternity leave will be treated as any other leave for sickness or disability; however, employees unable to work because of pregnancy may elect to request a leave of absence without pay, without exhausting accumulated annual leave. However, the department should not put them on leave without pay, until they have used all the accumulated leave they intend to use, unless they also change their percent time. A change in percent time may have an adverse affect on their benefit costs. The departments or employee should contact OHR if they have questions regarding paying leave for maternity leave.

8. Departments are responsible for informing employees of the conditions contained in this policy prior to their departure on a leave of absence without pay.

9. Employees eligible for FMLA may have other rights that are covered in policy 4.6.11, Family Medical Leave Act².

10. When an employee returns from their leave of absence they should return to their same or comparable job

REFERENCES

¹ 4.6.05 Military Leave
² 4.6.11 Family Medical Leave Act
PURPOSE

The University of Arkansas for Medical Sciences (UAMS), in conformance with Act 1077 of 1979, Uniform Attendance and Leave Policy, and the University of Arkansas Board of Trustees' University-wide Administrative Memorandum 435.3, Leave Policy for Classified Employees (including Patient Care Personnel), has established uniform procedures under which military leave may be granted and taken. The purpose of this policy is to inform all departments within UAMS of these procedures so that uniformity can be established throughout the campus.

PROCEDURE

1. Employees who are members of the National Guard or any of the Reserve branches of the Armed Forces of the United States shall be granted up to fifteen (15) working days per calendar year, plus necessary travel time for annual training requirements. Such leave shall be granted without loss of pay and in addition to regular vacation time. Employees requesting military leave must furnish a copy of their military orders to the Office of Human Resources (OHR).

2. Employees drafted or called to active duty in the Armed Forces of the United States, or who volunteers for military service, shall be placed on extended military leave without pay. Upon application, employees shall be reinstated to the position vacated or an equivalent position, without loss of seniority or other employment benefits or privileges, within 90 days of the effective date of release from active duty. Employees who reenlist for a second consecutive tour of military duty shall forfeit all reemployment rights.

3. National Guard and Reserve personnel called to duty in emergencies by the Governor or by the President of the United States shall be granted leave with pay not to exceed 30 working days, after which leave without pay will be granted. This leave shall be granted in addition to regular vacation time.
UNIVERSITY WIDE ADMINISTRATIVE MEMORANDUM

OFF-CAMPUS DUTY ASSIGNMENT

An Off-Campus Duty Assignment is an appointment, usually away from the campus, which allows eligible faculty and administrators to pursue an approved project while being relieved of teaching and administrative duties. The purpose is to enhance the individual's value to the institution.

Faculty members (including research faculty and extension personnel) and non-classified administrators who have completed six years of continuous full-time employment with the University or who have completed six years of continuous full-time service since a previous Off-Campus Duty Assignment may apply for an Off-Campus Duty Assignment. The application, prepared in accordance with campus regulations, must describe the project which the applicant wishes to undertake, where it is to be done, and the anticipated value to the individual and to the University. To be approved, a proposed assignment must be consonant with the needs, objectives, and mission of the campus.

An Off-Campus Duty Assignment is a privilege, not a right. A limited number may be approved by the Board of Trustees each year upon the recommendation of the Chancellor and the President. Assignments should not exceed one semester (or six months for employees on twelve-month appointments) at full salary, or two semesters (or one year for those on twelve-month appointments) at half salary. The University assumes no financial responsibility beyond the salary stated above.

Within sixty days after returning to the campus from an Off-Campus Duty Assignment, the faculty member or administrator must submit a written report of his or her activities and accomplishments during the Off-Campus Duty Assignment to the chairperson of his/her department, the dean of the college, the chief academic officer, the Chancellor, and the President.

In accepting an Off-Campus Duty Assignment, the recipient agrees to return to the University for at least one year following the end of assignment.

April 7, 1980 (Revised)
October 1, 1979 (Revised)
November 3, 1978
PURPOSE

The State of Arkansas and the University of Arkansas for Medical Sciences (UAMS), in conformance with the Arkansas Code Annotated 21-4-201 and OPM policy 105.3 and the University of Arkansas Board of Trustees Policy Statement 420.1 and 420.2, have established uniform procedures under which sick leave may be granted and taken. The purpose of this policy is to inform all departments within UAMS of these procedures so that uniformity can be established throughout the campus.

PROCEDURE

1. All regular, probationary, provisional, and part-time University employees who work 20 hours or more per week shall accrue sick leave. Paid sick leave shall not be granted as vacation leave, and can only be used when the employee is unable to work because of sickness or injury, or for medical, dental or optical treatment. Sick leave may not be borrowed from future credits or advanced beyond actual accrual, regardless of length of service.

2. Sick leave may be granted to employees due to the death or serious illness of a member of the employee's immediate family. The term “immediate family” shall mean the father, mother, sister, brother, spouse, child, grandparent, grandchild, mother-in-law, father-in-law, or any other person acting as a parent or guardian of an employee. The department head may grant sick leave for death or family illness in an amount which is reasonable for the circumstances. ¹

3. All eligible, full-time employees shall accrue sick leave at the rate of eight hours for each complete month of service, up to a maximum of 960 hours or 120 days. Employees working less than full time but 20 hours per week or more shall accrue sick leave in the same proportion to time worked. Sick leave may not be accumulated during a leave without pay when such leave totals ten or more days within a calendar month.

4. Sick leave shall be granted on a basis of workdays rather than calendar days. Used sick leave shall be deducted from the employee's accrued sick leave in increments of not less than 15 minutes (.25 hours). Days off such as weekends and holidays falling within a period of sick leave will not be charged as sick leave. Timekeepers may post sick hours to Accutime (Kronos) as

- SICK, for normal sickness or bereavement time
- SICKF, if hours will be counted toward allotment for Family Medical Leave Act (FMLA)

Use of sick leave can be seen in Kronos and in SAP on infotype 2013 and by running transaction PT50.

5. Employees absent due to illness or disability shall be charged for leave according to the following order:

   a) Earned Sick Leave

   b) Earned Annual Leave (At the discretion of the department head. See UAMS Procedure 4.6.04, Annual Leave.)

   c) Catastrophic Leave, if applicable
d) Leave Without Pay

Any time off, paid or unpaid, may qualify as “Family Medical Leave” (FMLA) or may be declared FMLA by the University. ²

6. Employees using five (5) or more consecutive days of sick leave must furnish a certificate from an attending physician to their department director or other appropriate department head. Employees absent for reasons of sickness who have exhausted all sick leave may be denied use of earned annual leave, at the discretion of the department head, if abuse of sick leave is suspected. A physician's certificate may also be required in instances where abuse of sick leave is suspected.

7. Employees who leave University employment are not entitled to be paid for accrued sick leave. Employees transferring to another State agency or institution may transfer accrued sick leave. Employees laid off due to budgetary reasons or curtailment of University activities may have all accrued sick leave restored to their credit if they return to University employment within six months. Leave may also be donated to the Catastrophic Sick Leave Bank. ³

8. Employees absent from work due to a temporary occupational injury or illness, and who are entitled to Worker's Compensation Benefits, may utilize their accrued sick leave, upon proper application, as a supplement to Worker's Compensation and receive weekly benefits from both sources. These combined benefits may be equal to, but not in excess of, the employee's normal weekly pay at the time of injury or onset of illness. This option will reduce accrued sick leave on a basis proportional to the sick leave pay being claimed. Employees receiving Worker's Compensation Benefits for a permanent disability are eligible for full pay from both sources. ⁴

9. Maternity leave will be treated as any other leave for sickness or disability. An employee who is unable to work because of pregnancy may use accumulated sick leave and annual leave, and when such accumulations have been exhausted, leave of absence without pay may be granted.

10. Managers or employees with questions regarding bereavement or sick leave should contact the Office of Human Resources at 686-5650.

REFERENCES

1. OPM Policy 105.3, Uniform Attendance and Leave Policy Act
2. UAMS Policy 4.6.11, Family Medical Leave
3. UAMS Policy 4.6.07, Catastrophic Leave
4. UAMS Policy 4.1.08, Worker's Compensation

http://www.uams.edu/adminguide/WIN04603.html

11/3/2005
PURPOSE

Although the University of Arkansas for Medical Sciences (UAMS) remains neutral on all matters of political affiliation or support, it is the policy of the University to encourage all members of the community to support and vote for candidates of their choice in both national and local political elections. In most communities, the polls remain open for a sufficient amount of time to allow employees reasonable time to vote without interruption of their working day. In cases of extreme hardship, or great distance to the polls however, employees may be permitted to arrive late or to depart early from their assigned work stations. This time is to be provided with pay and without the use of annual leave, sick leave, or compensatory time.

PROCEDURE

1. Employees unable to find a reasonable amount of time to vote due to unusual working hours or great distance between this campus and the location of the voting precinct, should inform their immediate supervisor as soon as possible before election day, so that schedules can be arranged to provide adequate coverage.

2. Employees shall be allowed to complete the voting process by either arriving late, or departing early from their assigned work station.

3. The time taken off from work will be considered leave with pay, and Time and Attendance Sheets should reflect this time as "hours worked".