

# ESU Quick Guide to Leave

Leave Type	Intended Use	General Rules for Use
Extraordinary Personal	Any type of emergency	Can be used at the employee’s discretion but must be in a full day increment. Follow proper call off procedures. Limited to 2 days a year, if unspecified by the employee, the first two instances of unscheduled personal leave will be charged as emergency use.
Personal	Any personal need	Can be used incrementally as needed (15 minute increments) should be pre-scheduled and is at management’s discretion. Unscheduled absences may require documentation.
Sick	Illness or injury that prevents the employee from coming to work or appointments with a healthcare provider	Supervisor should be informed as soon as possible. Absences of three or more days require a health care provider’s release to return to full duty. Extended absences may require the filing of SPF paperwork with the Human Resources office. Follow proper call off procedures. Leave used for sick call off must be coded Sick unless there is no Sick leave balance is available in which case it could be granted as Comp-time or Annual at management discretion.
Sick Family	Illness or injury of a family member that prevents the employee from coming to work or appointments with a healthcare provider	Supervisor should be informed as soon as possible. Extended absences may require the filing of SPF paperwork with the Human Resources office. Follow proper call off procedures. Absence in excess of two days require documentation verifying the need.
Sick Bereavement	May be used in the event of a death in the family (relationship to the deceased as defined in the contract)	Supervisors should be informed as soon as possible.

Vacation	Annual, Personal or Comp leave may be used for vacations.	Vacations should be scheduled as far in advance as possible. Supervisors will review all vacation requests made during the annual selection periods and approve or disapprove based upon seniority and expected operational need.
Annual Leave	Annual leave may be used for any purpose and may be used in place of other leave where balances have been exhausted.	Annual Leave requires supervisory approval prior to the absence.
Compensatory Time	Comp Time leave will be treated like personal leave with the exception that unused leave will be paid out as prescribed by the CBA.	The use of Comp Time requires supervisory approval prior to the absence.
Other Leave	There are other types of leave that are less common. These can be found in the contract. (Civil Leave, Military Leave etc.)	Supervisors should discuss these situations with the appropriate manager and/or human resources.
With the exception of sick and emergency or extraordinary personal leave, all leave should be pre-scheduled. All absences should be charged to the appropriate leave type.		

## Unpaid Absences

<b>Leave Type</b>	<b>Intended Use</b>	<b>General Rules for Use</b>
Leave Without Pay	An unpaid absence for any purpose.	Unpaid absences are at the sole discretion of the university. Unpaid absences should be requested as far in advance as possible. This type of absence request will be evaluated on a case by case basis.
Absent Without Leave	Being absent without leave is a serious matter and may result in disciplinary action. Failing to follow the proper call off procedures, not providing proper documentation when requested for an absence (such as sick leave for three or more days) and taking leave without making a proper request are several reasons an absence may be charged as absence without leave.	Supervisors should discuss these situations with the appropriate manager and/or human resources.
Tardy	Excessive tardiness is a serious matter and may result in discipline. Arriving	Supervisors should discuss these situations with the appropriate

	late or leaving early on an assigned shift; or returning late or leaving early from an approved break period may be charged as Tardy.	manager and/or human resources.