

POLICY & PROCEDURES MANUAL

WAYLAND BAPTIST UNIVERSITY

Classification Number: 2.5.6

Revised: August 14, 2017

SUBJECT: PERSONAL LEAVES OF ABSENCE

University policy provides for employee absences from work for various circumstances. An Absence Request Form ([policy 2.5.2, attachment A](#)) must be submitted and approved prior to an absence. An exception is provided for unanticipated illness or injury; however, an Absence Request Form must be submitted as soon as possible.

Related policy is referenced for leave types as appropriate.

Vacation – Applicable for individuals employed on a full-time, twelve-month basis ([see policy 2.5.1](#))

Sick (paid and unpaid) – (Applicable for individuals employed on a full-time basis) More than five (5) consecutive days of absence requires a physician's statement.

Qualifying Absences:

1. personal illness, injury, maternity
2. immediate family illness, injury
3. immediate family death, personal bereavement

See [policy 2.5.2](#) and [policy 2.5.9](#) for additional information concerning requirements and procedures.

Professional Leave – (Applicable for individuals employed on a full-time basis) Professional leave entails absence from

Armed Forces of the United States - An employee who is called to active duty by a reserve branch of the Armed Forces of the United States will be granted a leave of absence without pay. Such military leave shall not be deducted from the employee's accrued vacation or sick leave. The employee shall not accrue sick leave and vacation leave during the absence. The employee accrues service credit for the period of this leave.

Contact for Interpretation: Chief Financial Officer

This policy statement supersedes all previous policy statements on this subject.

Revisions: