Policy

1. Leaves of absence are granted for:
   - Child Care
   - Disability
   - Government Service
   - Medical
   - Military Service
   - *Educational
   - *Personal
      *May be arranged at the discretion of the University

2. Leaves of absence are without compensation by the University except as provided by the University Disability Plans. Review the SPG Guidelines - [http://spg.umich.edu/section/203/](http://spg.umich.edu/section/203/). See SPG 203.1 and SPG 203.1-1.

3. Approval for leaves of absence must be obtained from the staff member’s supervisor, the DSA HR Office, and from the appropriate Personnel Service Center Employment Office.

4. Staff members must provide advance notice of requests for leaves of absence to their supervisors.

5. Employment outside the University while on leave is cause for termination of a staff member’s University employment unless such employment is specifically approved in advance because it relates to the staff member’s responsibilities at the University, or is for government service or military service.

6. Twelve months of continuous service are required between any two of the following leaves:
   - Personal
   - Educational
   - Extended Child Care
   - Government Service

7. Staff members returning from initial child care, disability, medical, or military service leaves of absence will be assigned to their former classifications. When circumstances make this not possible, employees may be placed in classifications of like status and pay for which they are qualified.

8. Staff members returning from child care leaves which have been extended beyond the period initially requested, educational leaves, or government service leaves will be placed in vacant positions in their
former classifications or classifications of like status and pay for which they are qualified, if any exist.

**The unit is NOT required to hold the employee’s position.**

Assignments will be made in the following order:
- The Unit from which the staff member was granted leave
- The Division of Student Affairs
- The entire University

- If no such vacant positions exist, returning staff members will have a three-month, post-leave placement period during which to seek other positions within the University.
- If returning staff members are not placed within three months after their leaves have expired, their employment with the University will be terminated.

**EMPLOYEE RESPONSIBILITY**

1. Submit a signed Request for a Leave of Absence (form #36609) to your supervisor accompanied by appropriate documentation: (forms can be found at - [http://www.umich.edu/~hraa/hrris/forms.html](http://www.umich.edu/~hraa/hrris/forms.html))
   - **Child Care** – Physician’s Statement (form #36607)
   - **Disability** – Contact Work Connections at 615-0643, toll free at (877) 869-5266 or email at Work.Connections@umich.edu regarding eligibility.
   - **Educational** – Verification of registration for a full-time accredited educational program.
   - **Medical** – Physician’s Statement (form #36607)
   - **Medical/Childcare** – Physician’s Statement (form #36607)
   - **Military Service** – Notice of Induction or military orders

2. To extend a leave of absence, submit a request for an extension with related documentation to your supervisor at least 3 weeks before the initial leave expires.

3. Three weeks before the date that the leave expires, notify your supervisor of your intent to return to work.
   - If returning from a medical leave, provide a medical release form from a physician (form #36606).

4. Within 30 days of your return from leave, contact the Benefits Office at 615-2000 to make any necessary changes in benefits regarding coverage or beneficiaries.

5. Staff members who continued their benefits during a leave, but are not returned to work after the leave, should contact the Benefits Office immediately at 615-2000, in order to obtain information about the availability of continuing coverage that the individual pays for directly.
SUPERVISOR RESPONSIBILITY

1. Review the employee’s Request for Leave of Absence or Extension.
2. Approve or Deny the Request for Leave of Absence or Extension.
   Send an email message stating approval or denial of request to: DSA_HR_Office@umich.edu.
   • Document approval/denial of request, include date and supervisor signature, in the Comments section on Page 2 of the Request for Leave of Absence.
4. Send the Request for Leave of Absence and Supporting Documentation, or Extension of Leave Request to:
   Shelli Aldrich-Reed or Tom All
   DSA, Finance & HR
   2400 Michigan Union
   1308
5. If the staff member’s pay for the current payroll period will be affected, inform the appropriate DSA Finance and HR Office payroll representative.
   • Michigan League & Pierpont Commons – Patt Thompson
   • University Unions, Michigan Union & University Club–OPEN
   • General Fund Units – Shelli Aldrich-Reed
6. Three weeks before the Leave of Absence ends, the employee should contact you regarding their intent to return to work. If the employee does not contact you, you must contact the employee.
7. Notify DSA_HR_Office@umich.edu of any communications between you and the employee.
8. If returning from a medical leave, your employee must provide a medical release form from a physician.
   • Forms can be found at:
     http://www.umich.edu/~hraa/hrris/forms.html (form #36606).
9. To extend a Leave of Absence, the employee must submit a request for an extension with related documentation to you at least 3 weeks before the initial leave expires.
10. Send all paperwork to Shelli Aldrich-Reed or Tom All in the DSA HR Office for review.
11. When your employee returns to work, contact the appropriate DSA Finance and HR Office payroll representative to obtain a blank timesheet for your employee.