



Lehigh University Human Resources Policy

Policy Number: 110
Effective Date: 5/1/1999
Revisions:
Applicability: All Staff Members

LEAVE OF ABSENCE POLICY

Purpose:

Policy on leave available for an extended period of time.

Policy:

The University recognizes that it may be necessary for employees to be away from work for an extended period of time to attend to personal matters. If the employee has completed at least one year of service, a leave of absence without pay or benefits may be available to provide the flexibility needed to maintain the employment relationship with Lehigh while taking care of these personal concerns. An employee may be granted such a leave at the discretion of the supervisor for a period not to exceed six months.

Employees are not paid for holidays and do not accrue vacation during a leave of absence. Participation in all benefit plans is terminated if the duration of the leave exceeds one month. Full-time salaried staff members can continue to purchase medical coverage through the University group for up to six months by paying the full premium cost. In addition, life insurance, dependent life insurance, and flexible spending account reductions can continue by having the premiums or reduction amounts accrue during the leave, or by having them taken in advance from the last pay before taking the leave.

A leave of absence is granted as a convenience to employees and is intended to protect their previous service when they return to work. Both full and part-time staff members may be eligible for leaves without pay or benefits. To apply for a leave, the staff member must complete a "*Leave of Absence Request Form*." Approval must be obtained from their supervisor and Human Resources.

If the matters to be addressed during the leave are covered by the Family Medical Leave Act, the University's policy on Family Medical Leave will apply.

Keywords: LOA, Leaves, FMLA