



Lehigh University Human Resources Policy

Policy Number: 116
Effective Date: 9/1/1993
Revisions:
Applicability: All Staff Members

GUIDELINES FOR REPLACING STAFF MEMBERS ON EXTENDED LEAVES POLICY

Purpose:

Policy to replace staff members currently on leave

Policy:

Leaves of absence are available to exempt and nonexempt staff members who may need to be away from work for an extended period of time.

A staff member who has been on an approved leave for any reason for a period of less than six (6) months will be returned to the same position he or she occupied prior to the leave or will be eligible for placement in a comparable position, if the original position ceases to exist.

Except as otherwise prescribed by law, if a staff member's leave of absence extends beyond six (6) months, the staff member's employment may be terminated. The University will review each situation and will make a decision based on the degree of hardship placed on the department. Factors to be considered include the additional costs to maintain the orderly workflow; the availability of resources; the nature of the operation; the ability of other employees to perform the work of the vacant position; and the expected return to work date, if available. This decision will be made jointly by the supervisor, department head, the Vice President/Dean, and Human Resources. At that time, the supervisor may choose to fill the staff member's position through a new hire or internal transfer.

Staff members who want to return to work at Lehigh after they have been replaced under this policy may apply for other positions as they become available. However, Lehigh does not give any assurances of job placement.

If the staff member returns to Lehigh within one year of separation, prior service may be considered in establishing eligibility dates for benefits that increase with years of service.

Keywords: Vacancy, LTD, STD