POLICIES

LEAVE OF ABSENCE

Student employees may request leaves of absence from their position, to be reviewed and approved at the discretion of the unit, based on operational need. Short term leaves of absence may be requested for a variety of reasons, such as:

- Study Abroad
- Internship
- Co-op
- Student Teaching
- Family Emergency
- Medical Circumstances
    - Medical certification will need to be submitted to HR.
- Military Duty (automatic approval with proper documentation)

Requests for leaves of absence will be reviewed according to the guidelines below. Leaves of absence are not appropriate for student employees who simply need to catch up on their academic work or are temporarily dropping out of school. Student employees must submit their request for a leave of absence to their full-time supervisor. Whenever possible, a student employee should request a leave of absence in advance.

Guidelines for approving Leave of Absence Requests:

1. Leave requests may be approved at the full-time supervisor's discretion.

2. Before approving a leave of absence, the full-time supervisor should determine if the position can be held open until the student employee returns. If the position cannot be held open, the student employee should be advised to re-apply for employment through the appropriate application process.

3. The decision regarding approval of a student employee's leave request should not be based on job performance, but will be made based on operational need.

4. The full-time supervisor may determine how the student employee returning from leave fits into the unit's scheduling system.

Related documents:
- Leave of Absence Request Form

University Housing Student Employee Leave of Absence: Guidelines/Supervisor How to Document

Student employees will request time away from work for different reasons and it is important to know when to fill out a Leave of Absence Request Form, notify HR, and follow up with students. Leaves may vary in length and can be considered for approval at the discretion of the supervisor. However, the leave process is typically not followed for requests to be away from work less than one week or when the time away from work exceeds one semester plus a summer combined.

Identifying a Student Leave of Absence

A Student LOA is a Leave of Absence from work by a student employee for an extended period of time with an understanding that the student employee intends to return to work in their same job when their LOA is finished. A student employee and supervisor should complete a LOA Request Form if time off is needed for the following reasons:

- Study abroad
- Military Leave
- Medical leave
  - Medical documentation with an end date from employees' treating specialist that supports the need for an LOA is needed to approve a Medial Leave of Absence. This medical documentation should be submitted to Housing HR.
- Internship
- CO-OP
- Student teach
- Exceptional Personal Reasons

What is NOT a Student Leave of Absence?

You should **not** fill out an LOA form when a student employee goes on any academic breaks (Fall Break, Winter Break, Spring Break, or Summer Break). Follow the inactive/active process for these types of breaks. Even if, while on break, one of the above reasons apply.

Requesting a Student LOA

1. Email HR with a completed student LOA form; this form can be found on the Student Employee Toolbox:
   a. Be sure the form includes a Return to Work Date (RTW) or best estimate
2. HR will send an approval email to the student employee. The approval email from HR includes:
   a. Expected return to work date
   b. Instructions to contact supervisor and remaining in contact with information about changes in their return to work date.
3. HR will update SEA, Kronos, and HRS with the LOA information including a return to work date.
   a. You can find the RTW Date in SEA in the Employee Dashboard. The return to work date is listed as the "Active on" date. See highlighted "Active on" date image below for example:

Changes to Appointment during LOA

Any changes to a student's appointment while on an LOA should be effective on or after their return to work date. These changes may include:

   a. Transfers or job changes
   b. Proficiency level changes

Return to Work:

The return to work date affects pay and ability to clock in. Supervisors will not be able to see student employees in Kronos while they are on leave. It is important that the return to work date is accurate in all of our systems.

   a. Supervisors and student employees are responsible for communication regarding any changes in the student employee's expected return to work date.
   b. Supervisors should email HR to communicate any changes to the return to work date.
   c. Contact HR with any questions.

Updated August 2018