

Leave of Absence for Personal Reasons

Policy Statement

An employee who has completed three consecutive years of service at the University may request a leave of absence for extenuating circumstances other than family or medical leave as defined in the University's *Family and Medical Leave* policy. The consent of the appropriate vice president in consultation with the President of the University is required for approval.

A leave of absence may be for any period of time not to exceed six months. It is unpaid except to the extent the employee wishes to use accumulated vacation and personal days. Benefits including health insurance, dental insurance, vision insurance, life insurance, accidental death and dismemberment insurance, total disability insurance, and tuition benefits will be continued at the same level and cost to the employee as if the employee were not on leave. Retirement benefits may continue provided the employee is receiving compensation from Marywood University from which pre-tax contributions may be deducted.

The University does not guarantee that upon return from leave the employee will be returned to his or her previous position or any other position. The person's return to the same job and salary upon timely return to work is subject to business conditions.

Failure to return to work at the expiration of a leave is considered a voluntary resignation.

Procedures

The employee must submit a written request to his or her immediate supervisor who, in turn, presents it to the appropriate vice president for consideration.

The consent of the appropriate vice president in consultation with the President of the University is required for approval.

Related Policies

Sabbatical Leave for Faculty Member
Leave of Absence for Study or Research
Interruption of Faculty Service
Sabbaticals for Administrative and Professional Staff
Family and Medical Leave
Flexible Benefits Plan and Flexible Spending Accounts
Health Plans
Health Insurance Continuation Coverage
Long-term Disability Insurance
Group Term Life Insurance
Accidental Death and Dismemberment Insurance
Dental Insurance

History:

07/01/91 – Reaffirmed with publication of *Personnel Manual*

01/23/06 – Cyclical review and updating approved by the President of the University

04/25/12 – Revision approved by the President of the University as recommended by the Policy Committee of the University

05/10/16 – Revision to policy reflects current practice by TIAA, Marywood’s retirement plan provider. Revision was approved by the President of the University as recommended by the Policy Committee of the University.

MARYWOOD UNIVERSITY
POLICIES AND PROCEDURES MANUAL

Mary Theresa Gardier Paterson, Esquire
Secretary of the University and General Counsel