

For employees in the Division of Academic Affairs, 1.0 FTE when used in this section

including conditions arising from pregnancy or childbirth which disables an employee from performing the duties assigned their position in the position description or by the supervisor or which imposes a risk of infection to other employees. The determination that a short-term disability exists shall be made by the University. The University reserves the right to require an employee to submit to an examination by a qualified health care professional of its choice for the purpose of assisting in the determination that a short-term disability exists.

- (c) Part time, with respect to an administrative/professional staff employee, shall mean an employee who is employed in a position that has been designated for budgetary purposes by the University as less than one (1.0) full-time equivalent (FTE).

2-2-402(2) Accrual Rates. Full-time administrative/professional exempt staff employee shall be entitled to a maximum of ninety (90) days of fully compensated leave for short-term disability each fiscal year. Short-term disability leave may not be accumulated and transferred from one fiscal year to the next. Unless otherwise restricted part-time administrative/professional exempt staff employees shall be entitled to a pro-ration of the short-term disability leave time allowed for full-time administrative/professional exempt staff employees based upon a percentage determined by dividing the full-time equivalency designated for the position by one (1.0) full-time equivalent (FTE).

2-2-402(3) Certification. The University reserves the right to require a written certification from a qualified health care professional satisfactory to the University that an employee does not have a short-term disability prior to an employee returning to work from a short-term disability leave.

2-2-402(4) Use. An employee may not use short-term disability leave without prior supervisory approval. Said approval may be obtained by telephone. Records of employee use of short-term disability leave shall be on forms authorized by the University and shall be submitted to Human Resources on June 30 and December 30, or the last scheduled work day prior to those dates. Employee use of short-term disability shall be debited against their fiscal year allowance. Employees shall not be paid or otherwise credited for unused short-term disability leave. Short-term disability leave entitlement will be proratably abated for any employee during any period of unauthorized absence or suspension.

2-2-403 Civil Duty Leave.

Any employee who is validly subpoenaed or summoned to involuntarily appear or serve as a juror in a judicial forum or compelled to appear before a judicial, legislative or administrative body with civil power to compel attendance during regularly scheduled work hours, shall be entitled to receive leave with

period of initial service plus any period of additional service imposed by law, plus one year thereafter. An employee who fails to return at the end of this period shall be deemed to have resigned. An employee who is separated from military service prior to expiration of the period of initial service plus any period of additional service imposed by law shall be granted one year from date of honorable separation in which to return

defined as an administrative/professional exempt staff employee serving on a definite term contract.

2-2-407(2)(b) Purpose. Leaves without compensation may be granted by the Board of Trustees to an employee for any reason which it deems good and sufficient.

2-2-407(2)(c) Duration. Leaves of absence without compensation may be granted for any period of time, provided they shall not be granted for increments extending beyond the end of the fiscal year.

and paid by the University. In case of disagreement, the ultimate decision regarding length of maternity leave shall rest with the administration. Upon return from maternity leave, the individual's position, title, and salary shall be the same as

days. These days shall be taken first from the employee's accrued sick leave and, if necessary, from accrued vacation leave. If adequate accrued sick/vacation days are not available, the remaining days shall be unpaid leave. Should a woman who gave birth be on maternity leave from the University, they shall be considered the primary caretaker, at least during the time of their maternity leave.

- (I) Should additional leave be required, the primary caretaker may be granted unpaid leave as provided for in Leaves Without Pay. Written requests for such leave shall be submitted to the employee's immediate supervisor within thirty (30) calendar days of the time the child enters the home. In considering such leave requests, the age/special needs of the child and the requirement(s) of the adoptive agency (if applicable) shall be taken into consideration by the administration.
- (II) Upon return from parental leave, the individual's position, title, and salary shall be the same as if the individual had not been on leave, subject to existing University policies, regulations, and procedures.

2-2-407(5) Family and Medical Leaves of Absence. In addition and/or supplemental to other leaves established by the University which are available to employees for the purposes of attending to family and medical concerns, the University has established the following leave in accordance with the Family and Medical Leave Act of 1993, as amended. In the event of an inconsistency between the requirements of that Act and this policy, this policy shall be construed to comport with the requirements of the Act.

2-2-407(5)(a) Definitions. For purposes of this policy, the following words and terms shall have the meanings prescribed:

- (I) "Employee" shall mean all employees of the University.
- (II) "Eligible employee" shall mean an employee who meets the following leave requirements.
 - (A) has been employed by the University for at least 13 months; and
 - (B) has been engaged in no less than 1,250 hours of work for the University during the year immediately preceding the initial date of the requested leave and;
 - (C) has not exhausted their right to leave under this policy during the year immediately preceding the initial date of the requested leave and;

- (D) "Son or daughter" shall mean a biological, adopted, or foster child, a stepchild, a legal ward, or a child of a person standing in _____, who is under 18 years of age; or 18 years of age or older and incapable of self-care because of a mental or physical disability and;
- (E) "Parent" shall mean the biological parent of an employee or an individual who stood _____ to an employee when the employee was a son or daughter and;
- (F) "Serious health condition" shall mean an illness, injury, impairment, or physical or mental condition that involves the following:
 - (III) inpatient care in a hospital, hospice, or residential medical care facility; or
 - (IV) continuing treatment by a health care provider.
 - (V) "Health care provider" shall mean the following:
 - (A) a doctor of medicine or osteopathy who is authorized to practice medicine or surgery (as appropriate) by the State in which the doctor practices; or
 - (B) any other person determined by the Secretary of the U.S. Department of Labor to be capable of providing health care services.
 - (VII) "Spouse" shall mean a husband or wife, as recognized by the laws of the State of Colorado, as the case may be.
 - (VIII) "Week" shall f1 0 0 1 202.83 353.85 Tm0 g0 G(sh)-12(a)-6(II)]TJETQq0.00000912 02nE

- (d) because for the leave purposes described above in (i) and (ii), shall expire at the end of the year beginning on the date of the birth or placement of the son or daughter.

2-2-407(7) Intermittent or Partial Leave. Leaves taken for the purposes described above in (i) and (ii) shall not be taken on an intermittent or partial day basis unless approved by the Director of Human Resources. Subject to the provisions of this policy, an employee may take leave for the purposes described above in (iii) and (iv); on an intermittent or partial day basis without a reduction in the total leave eligibility beyond the amount of leave actually taken. Accounting for the intermittent or partial leave shall be in accordance with rules prescribed by Human Resources. An eligible employee may take any leave available under subdivisions (iii) and (iv) of section above, that is foreseeable based on planned medical treatment, on an intermittent or partial day basis subject to the right of the University to transfer the employee temporarily to an available alternative position for which the employee is qualified, as determined by Human Resources, so long as the position has equivalent pay and benefits, and better accommodates recurring periods of leave than the regular employment position of the employee, as determined by the University.

2-2-407(8) Coordination with Other Leaves. Prior to taking any leave under this policy, employees shall be required to exhaust all other applicable or available accrued and unused leave benefits under paid leave policies of the University. The leave provided for in this policy is intended to represent a minimum aggregate amount of leave, and the use of other paid leave benefits shall not extend the length of the leave otherwise available hereunder.

2-2-407(9) Reinstatement. Employees taking authorized leave hereunder shall be entitled to return to work at the end of the authorized leave in the position held at the time of commencement of the leave oTQq0.03P19()-10(a)1792 reW11110(o2 reW11110(o2 re

a completed certification by a health care provider to support a claim for leave for an employee's own serious health condition or to care for a seriously ill child, spouse, or parent or to verify an employee's ability to return to work and resume the duties of the employee's position. For the employee's own medical leave, the certification must include a statement that the employee is unable to perform the functions of their position. For leave to care for a seriously ill child, spouse or parent, the certification must include an estimate of the amount of time the employee is n

this section, the following definitions shall apply:

- (a) "Employee" shall mean all faculty, professional administrative exempt and classified staff and officers of the University of Northern Colorado, excluding graduate assistants, teaching assistants, temporary and other persons whose primary purpose for being at UNC is not employment as determined by the President.
- (b) "Full-time" shall mean, with respect to employment, an assignment of 1.0 FTE for exempt staff and 40 hours per week during the fiscal year for state classified staff.
- (c) "Dependent" shall mean an employee's spouse or other dependents as defined in Section 152 of the Internal Revenue Code of 1954, as amended. Dependents who are also employees **with** a .50 or greater FTE are not eligible for the tuition as a

Dependents and domestic partners of employees are eligible for a tuition grant for any academic term beginning after the employee's first day of employment with UNC.

Employees terminating their employment with UNC prior to the completion of a course for which a tuition grant has been allowed for any of their dependents or domestic partner, under the auspices of this policy, shall be obligated to reimburse the University for a percentage of the tuition. The percentage shall be equal to the percentage determined by dividing the number of hours actually accounted as hours worked by the employee during the academic term in which the course is conducted by the number of assigned hours required to be worked by the employee during the academic term in which the course is conducted. Such amount must be remitted to the University prior to the employee's last day of work or if not so remitted it may be deducted from the employee's last pay, at the discretion of the University.

Tuition grant benefits for dependents and domestic partners are subject to the same eligibility requirements and limitations as for employees to the extent applicable, provided, however, that dependents and domestic partners shall be entitled to continue to receive tuition grant benefits under this policy after the employee's death subject to the following conditions:

- (1) In the

subject to tax withholding. Eligibility for receipt of the Dependent Scholarship may be granted only if application is received one day prior to the first day of classes. If the Dependent Tuition Grant Request form is not received by this date, a late charge may be assessed.

2-2-408(2) Employee Tuition Grant.

- (a) Full-time employees paid through Human Resources are eligible to enroll without tuition charges, on a space available basis, according to the following schedule:
Employees may take the entire credit hour benefit any time during the year. Employees who utilize this benefit in one term and leave the University prior to the end of their appointment period will be required to reimburse the University for tuition grants

fees except for any course related fees (i.e. science labs).

- (i) A high school diploma is not required prior to enrollment in University classes.
- (j) Cash funded courses offered through the Office of Extended Studies, such as Professional Development, and certain online courses are not covered under this grant.
- (k) To obtain the dependent tuition grant, the employee and dependent must complete, sign and submit Dependent Tuition Grant Request within the required time period.
- (l) Domestic partnerships must submit a Certification of Tax-Qualified Dependents form (if applicable) and an Affidavit of Domestic Partnership within the required time period.
- (m) Undergraduate students must apply and be accepted for the College Opportunity Fund (COF) to receive all eligible benefits due them under the grant. Out-of-state residency fees and any fees not covered by the grant are the responsibility of the employee/dependent to pay.
- (n) Only one (1) Tuition Grant Request is needed per academic year. The Academic year for the grants starts each summer semester and includes fall and s5sEA/F1 12 Tf1 0 0 1 160.83 499.9 Tm0 g0 G[)]TJETQq0.0000nd s5sE0includesc