

BENEFIT PROGRAMS

SPECIAL LEAVE

The University encourages employees to fulfill their civic responsibilities by serving jury duty when required and participating in elections by voting.

Administrative Leave

Administrative leave with or without pay may be granted by the President of the University when it is determined to be in the University's best interest that an employee not return to work for a specified period of time.

Family Medical Leave Act of 1993 (FMLA)

The FMLA provides employees with up to 12 weeks of unpaid, job-protected leave to "eligible" employees for certain family and medical reasons. Employees are eligible for FMLA provided they have worked for the University for at least twelve, consecutive months and experience a qualifying event.

Employees who desire additional information concerning the FMLA (such as qualifying events, advance notice, potential impact to various fringe benefits, and medical certification) should contact the Human Resources Office.

Funeral Leave

Refer to sick leave.

Jury Duty

Pay will be given to employees on a continuous appointment who are subpoenaed for jury duty or as a witness before a court of law, legislative committee or judicial body. Employees must show the jury duty summons to their supervisor as soon as possible so that the supervisor may make arrangements to accommodate the employee's absence and notify the Human Resources Office. Of course, the employee is expected to report for work whenever the court schedule permits. The employee must keep his/her supervisor aware of any changes or extensions of jury duty.

Either the University or the employee may request an excuse from jury duty if the employee's absence would create serious operational difficulties.

Insurance benefits will remain in effect and unchanged for the full term of the jury duty absence.

Accrual for benefits calculations, such as vacation, sick leave, or holiday benefits, will not be affected during jury duty leave.

Suspension

An employee may be placed on a disciplinary leave of absence without pay ("suspension") when it appears such action is in the best interest of the University.

Sabbatical Leave

Requests for sabbatical and staff development leave are submitted to the President of the University. Refer to the Policy Manual of the Board of Regents of Oklahoma Colleges for details. A copy of the manual is maintained in the Human Resources Office.

Voting Leave

A reasonable amount of time off with pay, will be given for the purpose of voting in national, state and local elections.