



University of San Diego

## Quick Reference Guide Personal Leave – Faculty and Administrators

This guide is intended to be a summary of your benefits under USD's Personal Leave policy. Please refer to Section 2.3.12 in the Policy & Procedure manual for full details of this program.

### **Purpose**

Provides eligible employees with unpaid leave for more than three weeks for leaves not otherwise covered under the University's policies on Pregnancy disability, Family leave, or Medical leave. Leaves may be granted for pressing personal or family reasons; public service or political activity; professional development, including service as a visiting instructor at another university or other activities deemed to be in the best interest of the University and the employee. A faculty member's personal leave for political activity should comport with Statement on Professors and Political Activity, AAUP Policy Documents and Reports 33-34 (1990).

### **Eligibility**

Faculty and administrative employees who have held full-time appointments for at least three (3) full consecutive years at USD immediately preceding the beginning of the requested leave. This service requirement is intended as a general and not inflexible rule. The service requirement does not apply to employees requesting leave for pressing family reasons. Other exceptions may be made by the appropriate Vice President, with concurrence of Human Resources. The President makes the final decision on the application for leave.

### **Duration of Leave**

Up to one (1) year maximum. However, an extension may be granted when warranted, up to a total of two (2) consecutive years. When a Personal Leave is granted following the exhaustion of a pregnancy disability, medical leave, or a family leave, the total consecutive leave from all sources shall not exceed two years. Upon return, no further personal leaves will be granted until you have returned to work for at least one (1) full academic or calendar year.

### **Compensation and Benefits During Leave**

You will be on unpaid leave. While you are on an unpaid leave of absence, you are responsible to pay the full premium cost for benefits and must write a check payable to USD for your benefit coverage. Human Resources will provide you with information on the cost to continue your benefits.

### **Your Responsibilities**

- Submit a written request for leave to your supervisor as far in advance of the beginning of the leave as is reasonable and sufficient to make arrangements for the absence (at least 9 months in the case of faculty employees). Your request must set forth your eligibility for leave, purpose of the leave, and manner in which the leave is to be spent.
- Contact Human Resources/Benefits to discuss your leave, and how it affects your benefits.
- Obtain benefits cost information from Human Resources/Benefits and make check payable to USD in order to continue your benefits while on leave.
- Return to work on the expected return to work date.
- Submit a brief written report to supervisor describing professional or public-service activities.

### **Who to Contact with Questions**

Contact the Benefits staff in Human Resources with any questions regarding Personal Leave.

- Shalom Robson – Benefits Specialist (619) 260-2718
- Sue Pillsbury-Barton – Benefits Specialist (619) 260-2737
- Lily Skyer – Benefit Programs Manager (619) 260-2719