

## LEAVES POLICIES AND FLEXIBLE/REMOTE WORK GUIDELINES FOR:

- **Administrative and Operational Support**
  - **Police and Fire**
  - **Skilled Trades**
- Available to ALL benefit-eligible employees

## LEAVES POLICIES

Purdue offers a variety of leaves of absence and remote work arrangements to be used when an employee will be away from the residential campus and/or related job duties. Leaves, remote work and change in duty station arrangements should be requested and approved prior to departure, with exception of unforeseen medical or emergency situations (which should be reported as soon as reasonably possible). Some approval processes may take several weeks, depending on the complexity of the requirements and arrangements to ensure university compliance with the location of the leave. **Late requests for leaves or change of duty station will be denied, so please work in advance with your supervisor.**

All employees request time off by selecting the Employee Launchpad (SAP SuccessFactors) at the OneCampus portal and accessing the Time Off tile. Both vacation and sick leave balances are displayed. At the time of submitting the request, a sufficient balance (of the leave type chosen) must be available to cover the request.

Leaves include personal time off (vacation, paid sick leave and unpaid leave), paid parental leave, FMLA and other leaves (bereavement, jury duty/court witness, military and worker’s compensation).

PERSONAL LEAVE			
Leave Type	Definition	Additional Resources	How to Request
<b>Vacation</b>	Paid vacation leave that accrues on a bi-weekly basis from first day of employment	<ul style="list-style-type: none"> <li>▪ Accrue up to 20 days per year based on length of service and FTE</li> <li>▪ See <a href="#">Leaves of Absence (VI.E.2) policy</a></li> </ul> <p><b>Note:</b></p> <ul style="list-style-type: none"> <li>▪ Carry over maximum is 40 days (320 hours) each January</li> <li>▪ Unused vacation paid out upon separation</li> </ul>	<a href="#">Requesting Time Off in SuccessFactors Quick Reference</a>  <a href="#">Requesting Time Off in SuccessFactors Learning Video</a>
<b>Paid Sick</b>	Paid sick leave that accrues on a bi-weekly basis from first day of employment at a rate of 10 days per year; based on FTE.	<ul style="list-style-type: none"> <li>▪ See <a href="#">Sick Leave details</a></li> <li>▪ See <a href="#">Leaves of Absence (VI.E.2) policy</a></li> </ul>	
<b>Unpaid Personal</b>	Unpaid time that is granted at the discretion of supervisor and considered in light of employee, departmental and University needs	<ul style="list-style-type: none"> <li>▪ Up to 22 days</li> <li>▪ See <a href="#">Leaves of Absence (VI.E.2) policy</a></li> </ul> <p><b>Note:</b> Requests for more than 22 days must be approved by Human Resources</p>	

# PURDUE UNIVERSITY LEAVES POLICIES

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FMLA AND PAID PARENTAL LEAVE			
Leave Type	Definition	Additional Resources	How to Request
<b>Family and Medical Leave Act (FMLA)</b>	<p>Federal regulation that grants eligible employees the right to take a leave for FMLA-covered medical and family reasons</p> <p>An employee must be employed by the University for at least 12 months (consecutive or non-consecutive) and have worked at least 1,250 hours during the 12-month period preceding the date FMLA leave commences. Does not have to be a benefit-eligible position</p>	<p><b>Care for own serious health condition or serious health condition of spouse/parent/son/daughter, birth and bonding, placement of child for adoption or foster care, or qualifying exigency for eligible family member:</b> Up to 12 weeks.</p> <p><b>Care for a covered service member:</b> Up to 26 weeks over 12-month period</p> <ul style="list-style-type: none"> <li>See <a href="#">FMLA and Paid Parental Leave (PPL)</a> details</li> <li>See <a href="#">Family and Medical Leave (VI.E.1)</a></li> <li>See <a href="#">FMLA Forms section</a> (under Benefits) that can be attached with leave request</li> </ul>	<p><a href="#">Requesting Time Off in SuccessFactors Quick Reference</a></p>
<b>Paid Parental</b>	<p>Leaves due to the birth of employee's child or adoption of a child. Leave may begin prior to an adoption when deemed necessary to fulfill the legal requirements for an adoption.</p> <p>An employee must be employed for a minimum of 12 consecutive months in a benefit-eligible position prior to the date of the birth/adoption</p>	<p>Up to 6 weeks (if employed for a minimum of 12 months upon the birth of the child)</p> <p>Can be used continuously upon birth/placement or intermittently over 12 month period following birth/placement - or a combination of continuously and intermittently.</p> <p>Runs concurrently with FMLA leave in cases where an employee is eligible for FMLA leave</p> <ul style="list-style-type: none"> <li>See <a href="#">FMLA and Paid Parental Leave (PPL)</a> details</li> <li>See <a href="#">Paid Parental Leave (VI.E.3)</a></li> <li>See <a href="#">FMLA Forms section</a> (under Benefits) that can be attached with leave request</li> </ul>	<p><a href="#">Requesting Time Off in SuccessFactors Learning Video</a></p>
<b>Leave under ADA Amendments Act</b>	<p>Unpaid, job-protected leave may be granted in cases where an individual has exhausted FMLA, or is not eligible for FMLA or other job-protected leave</p>		<p><b>Complete request through Human Resources:</b> <a href="mailto:requestada@purdue.edu">requestada@purdue.edu</a></p>

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OTHER LEAVES			
Leave Type	Definition	Additional Resources	How to Request
<b>Bereavement</b>	Paid bereavement leave for eligible employees to ensure that they are able to attend to such matters	<ul style="list-style-type: none"> <li>▪ <b>Immediate Family*</b>: 5 workdays over 6 months</li> <li>▪ <b>Relative Living in Employee's Home</b>: 5 workdays over 6 months</li> <li>▪ <b>Non-Immediate Relative</b>: 1 workday</li> <li>▪ <b>Co-worker</b>: Up to 1 workday</li> </ul> <p><i>*Immediate family is defined as employee's spouse, parent, child, grandparent, great grandparent, grandchild, sibling, or corresponding in-law or step-relative of employee or employee's spouse. Also includes employee's uncle, great uncle, aunt, great aunt, niece, great niece, nephew, great nephew, cousin or corresponding relative of the employee's spouse, if the relative lived in the employee's home.</i></p>	<a href="#">Requesting Time Off in SuccessFactors Quick Reference</a>  <a href="#">Requesting Time Off in SuccessFactors Learning Video</a>
<b>Jury Duty/ Court Witness</b>	<p>Paid jury duty when employee is involuntarily summoned to serve as a juror or a witness in any federal, state or county court or in a federal or state administrative agency</p> <p><b>Note:</b> Employee who is a defendant in a criminal proceeding or an employee who appears as an expert witness is not eligible for paid jury duty or witness duty leave</p>		
<b>Military</b>	<p>Paid and unpaid military leave to eligible employees consistent with the requirements of state and federal law including, but not limited to, the Uniformed Services Employment and Re-Employment Rights Act (USERRA); where this policy provides that employee is eligible to be paid during military leave, this policy governs</p> <ul style="list-style-type: none"> <li>▪ 15 workdays of paid military leave per calendar year</li> </ul>		
<b>Worker's Compensation</b>	Benefits received when eligible employees sustain an injury or illness that arises out of and in the course of their employment as provided under the Indiana Worker's Compensation Act and the Occupational Diseases Act	<p>Review and follow:</p> <ul style="list-style-type: none"> <li>▪ <a href="#">Worker's Compensation web page</a></li> <li>▪ <a href="#">Worker's Compensation Reporting Form</a></li> <li>▪ <a href="#">Worker's Compensation Witness Report Form</a></li> </ul>	

# WORKPLACE FLEXIBILITY AND REMOTE WORK GUIDELINES

Supervisors and employees work together to assess flexible workplace options, manage workload and set expectations, as well as maintain communications, whether the employee is working from home or utilizing another flexible arrangement.

FLEXIBLE AND REMOTE WORK			
Type	Definition	Additional Resources	How to Request
<b>Flexible Work Schedule</b>	<p>Altering the current work schedule</p> <p><b>Examples:</b></p> <ul style="list-style-type: none"> <li>Compressing 40 hours into four days instead of five</li> <li>Flexing the arrival or departure time, such as starting at 9 a.m. instead of 8 a.m.</li> <li>Job sharing</li> </ul>	<p><a href="#">Workplace Flexibility and Remote Work Guidelines</a></p>	<p><b>Does not require formal request - but written/ approved agreement between employee/ supervisor and other leadership - when applicable</b></p>
<b>Remote Work</b>	<p>Work done outside the traditional onsite work environment</p>	<p>Review <a href="#">Employee Responsibilities, Expectations and Remote Work To-Do List</a></p> <p>If the remote work request is to work remotely outside of the state of Indiana for more than 22 working days, you are required to complete the <a href="#">Change of Duty Station request</a>. Remote work plans should not be made final until receiving an approved form. If the remote work will occur for less than 22 working days or is within Indiana, this is not required.</p>	<p><a href="#">Remote Work Request</a></p>
CHANGE OF DUTY STATION			
<b>Change of Duty Station</b>	<p>Requirement when employee's normal work duties will be performed for more than 22 work days away from their hiring campus, must be approved prior to making travel plans</p>	<p><a href="#">Change of Duty Station information</a></p>	<p><a href="#">Change of Duty Station Request</a></p> <p><b>Note:</b> Request must be made in advance of beginning work from the alternate location</p>