

LEAVES POLICIES AND FLEXIBLE/REMOTE WORK GUIDELINES FOR:

- Faculty
- Professional
- Clinical Intern
- Executive
- Continuing Lecturer
- Clinical Resident
- Management
- Postdoctoral Researcher

- 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, personal business and unpaid leave), paid parental leave, FMLA, business-related leaves (Research/Instruction/Engagement and sabbaticals) and other leaves (bereavement, jury duty/court witness, military and worker's compensation).

PERSONAL LEAVE			
Leave Type	Definition	Additional Resources	How to Request
Vacation	Academic-Year Appointment Time out when classes are not in session is considered to be paid vacation	<ul style="list-style-type: none"> See Academic-Year Employment (VI.F.12) policy and relevant academic calendar for the timing and other terms 	Requesting Time Off in SuccessFactors Quick Reference Requesting Time Off in SuccessFactors Learning Video
	Fiscal-Year Appointment Paid vacation leave that accrues on a monthly basis from first day of employment	<ul style="list-style-type: none"> Accrue up to 22 days per year See Leaves of Absence (VI.E.2) policy Note: <ul style="list-style-type: none"> Carry over maximum is 44 days (352 hours) Vacation paid out upon separation 	
Paid Sick	Paid sick leave that is reset each calendar year, based on years of service	<ul style="list-style-type: none"> See Sick Leave details See Leaves of Absence (VI.E.2) policy 	
Personal Business	Time off that allows employees to conduct personal business during their regularly scheduled work time	<ul style="list-style-type: none"> 3 work days (24 hours) per fiscal year See Leaves of Absence (VI.E.2) policy Note: Personal business days do not carry forward and are not paid out upon separation	
Unpaid Personal	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"> Up to 22 days See Leaves of Absence (VI.E.2) policy Note: Requests for more than 22 days must be approved by Human Resources	

PURDUE UNIVERSITY LEAVES POLICIES

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FMLA AND PAID PARENTAL LEAVE			
Leave Type	Definition	Additional Resources	How to Request
Family and Medical Leave Act (FMLA)	<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>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: Up to 12 weeks.</p> <p>Care for a covered service member: Up to 26 weeks over 12-month period</p> <ul style="list-style-type: none"> See FMLA and Paid Parental Leave (PPL) details See Family and Medical Leave (VI.E.1) See FMLA Forms section (under Benefits) that can be attached with leave request 	<p>Requesting Time Off in SuccessFactors Quick Reference</p>
Paid Parental	<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"> See FMLA and Paid Parental Leave (PPL) details See Paid Parental Leave (VI.E.3) See FMLA Forms section (under Benefits) that can be attached with leave request 	<p>Requesting Time Off in SuccessFactors Learning Video</p>
Leave under ADA Amendments Act	<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>Complete request through Human Resources: requestada@purdue.edu</p>
OUTSIDE ACTIVITIES			
Reportable Outside Activity	<p>Option that allows tenured and tenure-track faculty to be approved to consult; for all other situations, employees may use paid vacation leave or unpaid personal leave for their approved outside activities</p>	<ul style="list-style-type: none"> Review Conflicts of Commitment and Reportable Outside Activities (III.B.1) Review Individual Financial Conflicts of Interest (III.B.2) 	<p>Operating Procedures for Submitting and Reviewing Reportable Outside Activity Forms</p>

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BUSINESS LEAVES			
Leave Type	Definition	Additional Resources	How to Request
Research / Instruction / Engagement	Leave for further research, participation in instructional opportunities or involved in engagement activities	<p>Review and follow Research/Instructional/Engagement Leave Request Procedures</p> <p>Note:</p> <ul style="list-style-type: none"> Approval required for leaves greater than 22 consecutive working days away from their hiring campus Review Change of Duty Station request when leave is greater than 22 days and duties performed are away from hiring campus 	Business Leave Quick Reference Guide
Sabbatical	Leave available to tenured faculty members after a minimum period of full-time service at professorial rank	<ul style="list-style-type: none"> Review Sabbatical Leave of Absence (B-11) Follow Sabbatical Leave Request Procedures 	
OTHER LEAVES			
Bereavement	Paid bereavement leave for eligible employees to ensure that they are able to attend to such matters	<ul style="list-style-type: none"> Immediate Family*: 5 workdays over 6 months Relative Living in Employee's Home: 5 workdays over 6 months Non-Immediate Relative: 1 workday Co-worker: Up to 1 workday <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>	Requesting Time Off in SuccessFactors Quick Reference Learning Video
Jury Duty/ Court Witness	<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>Note: 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>		
Military	<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"> 15 workdays of paid military leave per calendar year 		
Worker's Compensation	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"> Worker's Compensation web page Worker's Compensation Reporting Form Worker's Compensation Witness Report Form 	

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
Flexible Work Schedule	<p>Altering the current work schedule</p> <p>Examples:</p> <ul style="list-style-type: none"> Compressing 40 hours into four days instead of five Flexing the arrival or departure time, such as starting at 9 a.m. instead of 8 a.m. Job sharing 	<p>Workplace Flexibility and Remote Work Guidelines</p>	<p>Does not require formal request - but written/ approved agreement between employee/ supervisor and other leadership - when applicable</p>
Remote Work	<p>Work done outside the traditional onsite work environment</p>	<p>Review Employee Responsibilities, Expectations and Remote Work To-Do List</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 Change of Duty Station request. 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>Remote Work Request</p>
CHANGE OF DUTY STATION			
Change of Duty Station	<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>Change of Duty Station information</p>	<p>Change of Duty Station Request</p> <p>Note: Request must be made in advance of beginning work from the alternate location</p>