

**CALIFORNIA INSTITUTE OF TECHNOLOGY
STAFF PERSONNEL MEMORANDA**

Subject: <p style="text-align:center">Other Leaves of Absence</p>	Memo No. 27 Pages: 4 Date: July 24, 2012
Approved by: Julia M. McCallin, Associate Vice President for Human Resources	

(This is the initial publication of Memo 27)

1.0 **Policy**

The Institute provides employees time off from work to address important matters that are regulated by law.

2.0 **General**

- 2.1 Leaves provided under this policy are unpaid except where the law requires that time off be compensated by the Institute. The Institute may require employees to use sick leave and/or vacation accruals depending on leave type.
- 2.2 Leaves under this policy may also be covered under Family Medical Leave Act/California Family Rights Act (FMLA/CFRA). When more than one leave type applies, the leaves will run concurrently unless prohibited by law.
- 2.3 Leaves of ten (10) workdays or longer, require a Leave of Absence Request Form and coordination with Human Resources.
- 2.4 Leaves under sections 3.5, 3.6, 3.7, and 3.8 require coordination with Human Resources.
- 2.5 This Personnel Memoranda applies to California employees. For employees working on assignment outside of California, other federal, state or local laws may apply (contact Human Resources for more information).

3.0 **Leave Types, Eligibility and Specific Leave Information**

3.1 **Leave to Attend School Meeting for Suspended Child**

Reason for Leave: To attend a school discipline conference upon the request of the school principal/administrator when an employee is the parent or guardian of a pupil for whom such a conference has been requested relating to the child's suspension.

Notification and Documentation: The employee is responsible for giving reasonable advance notice to his or her supervisor and may be required to provide documentation that he or she participated in the activities of the school or licensed day care facility on the specific date and time.

Pay During Leave: The employee shall utilize vacation for this type of leave or leave without pay if the employee has no vacation. Exempt employees at Campus and weekly employees at JPL will not incur a reduction of wages for partial day absences.

3.2 School Visits

Reason for Leave: Time off for an employee who is a parent, guardian, or grandparent having custody of one or more children in kindergarten through 12th grade, or attending a licensed childcare facility, to participate in activities of the school or licensed child day care facility of any of his or her children.

Duration of Leave: Maximum 40 hours per calendar year but limited to eight (8) hours in any calendar month. If both parents are Institute employees, they may take this leave at the same time. Supervisors are responsible for tracking the 40 hours per calendar year usage.

Notification and Documentation: The employee is responsible for giving reasonable advance notice to his or her supervisor and may be required to provide documentation that he or she participated in the activities of the school or licensed day care facility on the specific date and time.

Pay During Leave: The employee shall utilize vacation for this type of leave or leave without pay if the employee has no vacation. Exempt employees at Campus and weekly employees at JPL will not incur a reduction of wages for partial day absences.

3.3 Time Off to Vote

Reason: To vote in a statewide election.

Duration: The Institute allows for sufficient time off for an employee to vote in a statewide election if the employee does not have sufficient time outside of work to do so. Such time off must be at the beginning or end of the employee's regular shift unless otherwise mutually agreed upon by the employee and his or her supervisor. Such time off should be at a time that requires the least time off from the regular working shift.

Notification: Two (2) days advance notice is required where an employee knows or has reason to know that time off will be necessary to be able to vote on election day.

Pay: The Institute will pay up to two (2) hours at the employee's regular hourly rate. Exempt employees at Campus and weekly employees at JPL will not incur a reduction of wages for partial day absences.

3.4 Election Officer Leave

Reason for Leave: Time off to serve as an election officer on election day for statewide elections and local and special elections.

Duration of Leave: Limited to the election day. Service on days other than election day may be approved by Human Resources.

Pay: The employee shall utilize vacation for this type of leave or leave without pay if the employee has no vacation. Exempt employees at Campus and weekly employees at JPL will not incur a reduction of wages for partial day absences.

3.5 Volunteer Firefighter and Volunteer Firefighter Training, Reserve Peace Officer, or Emergency Rescue Personnel Leave

Reason for Leave: To perform emergency duty as a volunteer firefighter, a reserve peace officer, or emergency rescue personnel, or to engage in fire or law enforcement training.

Notification: The employee may be required to provide documentation.

Duration of Leave: Leave for volunteer firefighters, reserve peace officers, and emergency rescue personnel is unlimited. Leave for volunteer firefighter or law enforcement training is not to exceed an aggregate of 14 days per calendar year. Supervisors are responsible for tracking the volunteer firefighter or law enforcement training leave usage.

Pay During Leave: The employee shall utilize vacation for this type of leave or leave without pay if the employee has no vacation. Exempt employees at Campus and weekly employees at JPL will not incur a reduction of wages for partial day absences.

3.6 Leave for Crime Victims, Persons Related to Crime Victims, and Witnesses to Crimes

Reason for Leave: Employees may be absent from work in order to attend judicial proceedings related to a crime if they are a victim of a serious crime or the immediate family member of a victim, a registered domestic partner of a victim, or the child of a registered domestic partner of a victim. For purposes of this leave, "immediate family member" means a spouse, child, stepchild, brother, stepbrother, sister, stepsister, mother, stepmother, father or stepfather. As specified in California law, a victim of a serious crime is defined as a person who is a victim of a violent felony, a serious felony, or a felony involving theft or embezzlement.

An employee may be absent from work if he or she is a witness to a crime and must adhere to the requirements of a subpoena or other court order to appear.

Duration of Leave: Not specified.

Notification and Documentation: The employee is responsible for providing Human Resources a copy of the notice of each scheduled proceeding, unless advance notice is not feasible. If advance notice is not feasible or an unscheduled absence occurs, the employee must provide Human Resources with documentation evidencing the judicial proceeding. This documentation must be provided within a reasonable time after the absence.

Pay During Leave: Employees must use either sick leave and/or vacation accruals to cover the period of absence. If the employee has no available accruals, leave without pay shall be utilized.

3.7. Victims of Domestic Violence or Sexual Assault

Reason for Leave: A victim of domestic violence or sexual assault may take time off to seek relief in court to help ensure his or her health, safety, or welfare or the health, safety, or welfare of his or her child. Persons who may be victims of domestic violence are defined as the spouse, former spouse, cohabitant, former cohabitant, parent, child, fiancé and various other persons.

Time off for this leave may include time to:

- Undergo treatment for physical or mental injuries or abuse,
- Seek medical attention for injuries,
- Obtain services from a domestic violence shelter, program, or rape crisis center,
- Obtain psychological counseling,
- Participate in safety planning, or
- Take other actions to increase safety from future domestic or sexual assault, including temporary or permanent relocation.

Duration of Leave: Not more than 12 weeks in a rolling 12 month period. This leave may run concurrent with Family Medical Leave Act/California Family Rights Act (FMLA/CFRA)

Notification and Documentation: The employee is responsible for giving reasonable advance notice to Human Resources and may be required to provide documentation of the reason for the absence. Such documentation may be in the form of a police report, a court order protecting or separating the employee from the perpetrator, other evidence from the court that the employee appeared in court, or documentation from a medical professional. If an unscheduled or emergency court appearance is required, the employee must provide evidence from the court or prosecuting attorney that he or she has appeared in court within a reasonable time after the court appearance.

Pay During Leave: The employee may use vacation or leave without pay for this type of leave or sick leave if a medically related absence. Exempt employees at Campus and weekly employees at JPL may incur a reduction of wages for partial day absences if time off is counted under FMLA/CFRA.

3.8 Organ Donor Leave/Bone Marrow Donation

Eligible employees are entitled to a paid leave of absence up to 30 days for the purpose of organ donation and up to 5 days for bone marrow donation. The leave may be taken in increments during any one-year period. The one-year period starts on the first day of leave. Periods of authorized Organ Donor Leave do not run concurrently with either FMLA or CFRA leave and are not counted against an employee's annual FMLA/CFRA entitlement.

Eligibility: The employee must complete at least 90 days of service with the Institute before requesting Organ Donor Leave.

Documentation: The employee must provide written medical verification that he or she is an organ or bone marrow donor and that there is a medical necessity for the donation. This certification must be provided to Human Resources within 15 days of the Organ Donor Leave request.

Pay During Leave: During the period of Organ Donor Leave, employees with available sick leave and/or vacation will be required to use up to 10 days of sick leave (or vacation if sick leave is exhausted) for organ donation and up to 5 days of sick leave (or vacation if sick leave is exhausted) for bone marrow donation. Employees with no sick leave or vacation and/or employees who have used the required accrued time will be on a paid leave of absence for the remainder of the leave. Exempt employees at Campus and weekly employees at JPL will not incur a reduction of wages for partial day absences.

4.0 Exceptions

Any exception to this policy requires the approval of the Associate Vice President for Human Resources or designee for Campus staff, or of the Director for Human Resources at JPL or designee for JPL staff.

5.0 Related Policies

- PM 15-2 [Paid Time Off for Benefit Based Employees](#)
- PM 26 [Employee Medical and Family Care Leaves](#)