

**CALIFORNIA INSTITUTE OF TECHNOLOGY
STAFF PERSONNEL MEMORANDA**

Subject: <p style="text-align:center">Personal Leaves of Absence</p>	Memo No. 25 Pages: 3 Date: July 24, 2012
Approved by: Julia M. McCallin, Associate Vice President for Human Resources	

(This supersedes Memo No. 25, dated June 28, 2010)

1.0 Policy

It is the Institute's policy to consider employee requests for extended Personal leaves of absence of ten (10) workdays or longer, for purposes such as education, scientific research, public service, and personal reasons. Such Personal leaves of absence are discretionary and will be determined based upon the needs of the Institute.

2.0 General

- 2.1 Personal leaves are unpaid.
- 2.2 Personal leaves may be granted for up to six (6) months, with the exception of Personal leaves for scientific research which may be granted for up to twelve (12) months. The Institute may consider extensions to Personal leaves on a case-by-case basis.
- 2.3 Personal leaves must be for a specified period of time, including a beginning and end date which are to be agreed on in advance by the employee and the supervisor.

3.0 Eligibility and Approval

- 3.1 Regular employees who have completed initial probation may request Personal leaves of up to six (6) months. Temporary and probationary employees may request Personal leaves of up to thirty (30) calendar days. Occasional employees are not eligible for Personal leaves.
- 3.2 In addition to meeting the eligibility criteria, a scientific research leave of up to 12 months may be requested as follows:
 - The research will be conducted at a nonprofit academic or research institution (host institution)
 - Any remuneration is paid by the host institution
 - Campus or JPL approval is required before the beginning of the leave
 - The employee must provide documentation from the host institution verifying the employee's participation in the research
- 3.3 A request for leave of ten (10) workdays or longer, or extension to an already-approved Personal leave requires endorsement by the employee's supervisor and the approval of Human Resources.
- 3.4 Human Resources is responsible for informing an employee and the supervisor whether a Personal leave request has been granted.

Note: Time off of up to nine (9) unpaid workdays may be granted by the supervisor without following the formal leave process. Employees wishing to take personal leave of up to 9 workdays must have first exhausted eligible accruals (sick or vacation) prior to taking leave without pay.

4.0 **Employee Accruals/Benefits**

- 4.1 An employee who goes on a Personal leave will retain the vacation and sick time balances accrued up to the beginning date of the Personal leave. However, at the onset of a Personal leave, an employee may request a lump sum payment of unused vacation and personal holiday.
- 4.2 An employee on a Personal leave will not accrue vacation or sick time during the leave of absence.
- 4.3 An employee on a Personal leave may be able to continue his/her participation in certain Institute benefits, to a maximum period of twelve (12) months, provided the employee pays the full cost of the applicable premium (employee plus employer portion). Information about the programs and eligibility requirements can be found in the Benefits Handbook.
- 4.4 When a Personal leave exceeds twelve (12) months, the employee's service date will be adjusted. This adjustment may impact retirement eligibility and other benefits.

5.0 **Applying for Personal Leave**

- 5.1 An employee requesting a Personal leave must submit a Leave of Absence Request Form to the supervisor at least thirty (30) days prior to the requested leave start date. In the case of an emergency, the employee should notify the supervisor as soon as it is practical.
- 5.2 The employee's management will review the leave request. If approved, the Leave of Absence Request Form will be forwarded to the Leave Unit in Human Resources for the final decision.
- 5.3 Human Resources will inform the employee and the supervisor whether a Personal leave request has been granted.
- 5.4 Requests for extensions to an already-approved Personal leave should follow procedures outlined in sections 5.1-5.3 above. Extensions are not to exceed 6 months.

6.0 **Return to Work**

- 6.1 There is no guarantee that the employee's regular position will be available when the employee returns to work. Before going on a Personal leave of ten (10) or more workdays, it is advisable for the employee and the supervisor to discuss the possibility of filling the vacant position during the leave period.

Supervisors must contact Human Resources before posting and/or filling a position vacated by an employee who is on a Personal leave.

- 6.2 The employee should confirm his or her intention to return to work with his/her supervisor and Human Resources two (2) weeks before the expiration date of the leave. The employee shall not return to work until Human Resources approves the return to work.

- 6.3 If while on Personal leave, the employee's regular position has been filled, there is no guarantee that a comparable position will be available when the employee returns to work. If the employee's regular position is not available and a comparable position (as determined by management) is not available, the employee will be terminated from the Institute.
- 6.4 An employee who does not return to work at the end of an approved Personal leave, including approved extensions, will be considered to have voluntarily resigned and will be terminated from the Institute.

7.0 **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.

8.0 **Related Policies**

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