

## Leave Guidelines

(Please also refer to the Employment Handbook for more detailed information regarding leave policies: <https://www.muw.edu/hr/employees/handbook/>)

- All non-faculty employees and all 12 month faculty earn **personal** and **major medical** leave (see Employment Handbook for details)
- Less than 12 month Faculty only earn **major medical** leave.
- Leave reports are completed monthly by all employees who accrue leave. Reports should NOT be submitted before the employee's last working day of the month. Employees paid monthly complete a leave report in Banner Self-Service. Employees paid biweekly complete a paper leave report.

### NO DEFICIT BALANCES ALLOWED

- Employees who earn leave will not be allowed to carry a **deficit** balance for personal or major medical leave. Leave accruals will be added to employees' balances on the last working day of the month. However, an employee must work a full day or use a day of applicable paid leave on their last working day of the month in order to accrue leave. Leave accruals earned in one month will be available for use beginning the first day of the next month.
- Any hours not covered by available leave should be reported to Human Resources as **Leave Without Pay**, five working days prior to the payroll.

### MEDICAL LEAVE

- For employees who accrue personal leave, personal leave must be used on the first day of absence before medical leave can be used for each medical leave absence. Employees who do not accrue personal leave (example- Faculty who are less than 12 month employees) are not required to use personal leave and may use medical leave immediately.
- Major medical may be used for the illness or injury of a member of the **employee's immediate family** after the employee has used one day of personal leave (except less than 12 month faculty). An immediate family member is a spouse, parent, stepparent, sibling, child, stepchild, grandchild, grandparent, son-or daughter-in-law, mother-or father-in-law, brother or sister-in-law.

### MEDICAL CERTIFICATION

- Mississippi State law requires that medical leave for 32 consecutive hours or more may only be authorized when it is **certified** by an attending **physician**. For this purpose, state law defines physician as "a doctor of medicine, osteopathy, dental medicine, podiatry or chiropractic." In order to comply with MS State Law, a physician (as defined above) must sign the medical certification if an employee has to be out 32 consecutive hours or more. If the medical certification for 32 consecutive hours or more is not signed by a physician or is invalid, the certification cannot be used for medical leave. The leave will revert to **personal leave** or **leave without pay**. If personal leave is not available, the leave will be considered leave without pay and will be deducted from the next available paycheck.

## DEATH IN THE FAMILY

- Employees may use up to 3 days of earned major medical for each occurrence of death in the immediate family. The immediate family is defined as spouse, parent, stepparent, sibling, child, stepchild, grandchild, grandparent, son- or daughter-in-law, mother- or father-in-law or brother- or sister-in-law.

## COMPENSATORY TIME FOR NON-EXEMPT EMPLOYEES

- Non-exempt employees are eligible to accrue compensatory time when they have physically **worked** more than 40 hours in a work week. Only hours actually worked count in the overtime or compensatory time calculation. Therefore, holidays not worked, personal leave, medical leave, etc. do not count toward the 40 hours. Every hour **physically worked** over 40 hours, in a work week, must be accrued as **compensatory time at time and one-half**. Compensatory time shall be calculated as straight time if actual hours physically worked in a pay period are less than 40, but combined work hours and paid leave hours exceed 40. For example, personal, medical, holiday, jury duty, and administrative leave are not hours physically worked and cannot be used to determine overtime hours worked in excess of 40 hours per pay period.
- **Compensatory time accrued must be used before personal leave.**

## REQUESTING LEAVE

- An Application for Leave must be completed and approved by the employee's supervisor prior to using personal leave, compensatory leave, or leave without pay. In addition, whenever possible, an employee is encouraged to provide their supervisor with advance notice using the Application for Leave when they are aware of a future need for major medical leave.
  - All requests for personal leave and compensatory leave are subject to the approval of an employee's supervisor. In order to minimize disruptions to the work environment, employees, except in emergency situations, shall request approval for personal leave or compensatory leave at least 24 hours in advance.
  - In the case of an emergency need for leave, the Application for Leave should be completed and approved by the supervisor immediately upon return to work.