



EMORY  
UNIVERSITY

## Campus Services

Division of Business  
and Administration



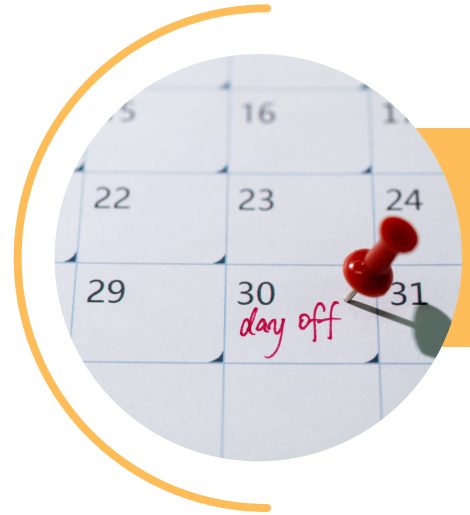
# LEAVE POLICIES & STAFF BENEFITS

# LEAVE POLICIES

## Types of Leave

The most common types of leave requests are:

- Sick Leave
- Vacation Leave
- Bereavement Leave
- Jury Duty Leave
- COVID Leave
- Military Leave
- Parental Leave
- FMLA
- Educational Leave
- Personal Leave
- Holiday Leave
- Winter Recess



## Sick Leave (Policy 4.33 & 4.34)

An employee must use accrued sick leave:

- when unable to perform job duties as a result of personal illness
- when the employee's appointment with a health care provider cannot reasonably be scheduled during non-work hours; An employee may elect to use up to 6 work weeks for adoption or placement of a foster child.
- An employee shall not be allowed leave without pay for one of the reasons set forth above unless the employee has exhausted all sick leave.
- An employee may elect to use accrued sick leave, vacation leave, or leave without pay to care for a Care Recipient under certain circumstances
- To view accrual rates for sick leave, [visit policies.emory.edu](https://policies.emory.edu) and read Policy 4.33 for biweekly employees and Policy 4.34 for monthly employees.

## Vacation Leave (Policy 4.100 & 4.101)

- A maximum of 320 vacation leave hours may be accrued. Upon reaching that maximum accrual, the employee will not accrue additional vacation leave until some of the accrued vacation leave has been used.
- Upon termination, employees will be paid their unused vacation leave hours in one lump sum payment up to 240 hours.
- To view accrual rates for sick leave, visit [policies.emory.edu](https://policies.emory.edu) and read Policy 4.100 for biweekly employees and Policy 4.101 for monthly employees.



# LEAVE POLICIES

## Bereavement Leave (Policy 4.23)

**Bereavement leave may be granted for attendance at a funeral or comparable service. Absences may be compensated as follows:**

- Up to **10 days** per occurrence for an immediate family member identified as spouse, parent, and child.
- Up to **5 days** per occurrence for a family member identified as grandparent, step-parent, legal guardian, parent-in-law, step-child, grandchild, legal ward, sibling, and any other person residing in the employee's home.
- In the event of the death of any other relative, absence may be compensated for up to **3 days** per occurrence.
- Absence may be compensated at the supervisor's discretion to attend the funeral of a close friend. If more time off be required in excess of bereavement leave the employee may request vacation, floating holiday, or holiday leave.

## Jury Duty Leave (Policy 4.26)

- Employees summoned to serve during the regular workweek on a jury, or for witness service will receive their regular rate of pay for hours away from work.
- An employee on jury duty is expected to report to work for all or part of the scheduled workday(s) that he/she is not engaged in jury service.
- Staff who are on jury duty and are scheduled for work on night shifts the same workday should be protected from loss of pay for the entire 24-hour period.

## COVID Leave

**Emory will provide benefits-eligible staff up to 15 days of paid leave if you cannot work on campus or from home because of the following reasons:**

- You are diagnosed with the COVID-19 virus, subject to a quarantine or isolation order, or have been advised by your medical provider to self-quarantine.
- You are caring for immediate family members who are subject to a quarantine or isolation order or who are experiencing symptoms of COVID-19
- You are caring for your dependent or minor child who lives in your household due to a school closing related to a COVID outbreak at the school.



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# LEAVE POLICIES

## Parental Leave (Policy 4.125)

Emory provides **six weeks** of paid leave to eligible fulltime university staff, post-doctoral fellows, and librarians who experience the birth or adoption of a child on June 1, 2016 or later. Paid parental leave allows both parents the time to bond with their new child while also providing them with a financial cushion during this very important time in their lives. If both parents are eligible staff employed by Emory University, each parent is eligible to receive paid parental leave.

## Family & Medical Leave Act (FMLA) (Policy 4.73)

FMLA allows eligible employees to take up to 12 weeks of unpaid, job-protected leave in a rolling 12-month period for specified family and medical reasons.

To be eligible for FMLA leave, an employee must have worked at Emory for at least 12 months and work at a location with at least 50 Emory employees within 75 miles.

FMLA leave should be requested for the following reasons:

- birth of the employee's child or to care for the newborn child;
- placement of a child with the employee for adoption or foster care;
- to care for a Care Recipient with a serious health condition;
- because of the employee's own serious qualifying health condition.

## Educational Leave (Policy 4.74)

Emory supports employees to pursue educational opportunities that will enhance their job performance, expand their personal and professional growth, or to pursue an Emory career path. An educational leave of absence without pay up to a maximum of **two years** may be granted to regular employees who work at least 20 hours per week and have at least one year of leave-eligible service. Eligible employees will be permitted one leave every five years. Eligibility requires that the employee has demonstrated acceptable work performance and conduct.





# LEAVE POLICIES

## Personal Leave (Policy 4.78)

Employees may be granted a personal leave of absence with approval from their department and Human Resources.

A completed Leave of Absence Request Form for a personal leave, along with a letter explaining the reason and duration of time requested. These materials must be submitted in advance of the requested leave. The department and Human Resources, Employee Relations will approve or disapprove the leave request in writing, basing the decision on the reason for the request, the employee's job performance record, and the operational needs of the department. The department must notify the employee in writing whether their position will or will not be held.

Examples of acceptable uses of personal leave include, but are not limited to: reduction in force, volunteer opportunities, civic responsibilities, or compelling extenuating circumstances. An employee may request a leave in increments up to 30 calendar days not to exceed 90 calendar days.

Employees who are granted a personal leave of absence must use any applicable accrued, unused sick leave, vacation leave, and floating holiday hours beginning with the effective date of the leave.

Upon exhaustion of any applicable paid leave, the remainder of any personal leave will be unpaid. Employees do not accrue leave benefits while on unpaid leave.

## Military Leave (Policy 4.75)

Emory provides military leave to eligible employees under the Uniformed Services Employment and Re-employment Rights Act of 1994 (USERRA) and Georgia law.





# LEAVE POLICIES

## Holiday Leave

Emory observes the following holiday schedule:

- New Year's Day
- Martin Luther King, Jr's Birthday
- Memorial Day
- Juneteenth
- Independence Day
- Labor Day
- Thanksgiving and the day after
- Christmas Eve
- Christmas Day
- Winter Recess
- New Year's Eve
- Floating holidays (2)



## Winter Recess

Essential staff required to work during Winter Recess will be allowed to take the equivalent number of approved days off prior to August 31 of the following year.

## Floating Holidays

In addition to the ten official holidays observed annually, employees receive **2 floating holidays**. Floating holidays must be used per calendar year from January 1 to December 31 by eligible University employees. Employees hired on or after July 1 receive one floating holiday for that year. Floating holidays must be taken in the calendar year in which they are given and do not roll over. Floating holidays are not paid out if not taken upon termination of employment.



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# EDUCATION BENEFITS

## Courtesy Scholarship

The **Courtesy Scholarship** is available to employees and their dependents. The scholarship covers tuition (not textbooks, fees, etc. ) to those who apply and are admitted to Emory. Employees receive **FREE** tuition after one year of service.



Read more about the  
Courtesy Scholarship



## Tuition Reimbursement

Regular employees who work at least 20 hours or more per week are eligible to participate in **Tuition Reimbursement**. Employees may begin participation at the beginning of the applicable institutional academic session following the date of employment in an eligible status. Courses must be job-related or career path directed to qualify for Tuition Reimbursement but are not required to be Emory courses.

Read more about  
Tuition Reimbursement



# WORK LIFE



Emory WorkLife aims to help you plan and manage your work-life integration. Our goal is to make Emory a good fit for your life and your career so you can bring your best self to work each day. Visit our website to explore services, programming and resources specifically designed to optimize your employee experience.

## Highlights of Our Services

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| <ul style="list-style-type: none"> <li>• <i>Parenting Education &amp; Support</i></li> <li>• <i>Locating Childcare</i></li> <li>• <i>Emergency Back-Up Care</i></li> <li>• <i>Summer Camp Info</i></li> <li>• <i>Tutoring Discounts</i></li> <li>• <i>Sitter City Membership</i></li> <li>• <i>Planning Parental Leave</i></li> <li>• <i>Lactation Support</i></li> <li>• <i>Virtual Parent Resource Group</i></li> <li>• <i>Adoption Reimbursement</i></li> </ul> | <ul style="list-style-type: none"> <li>• <i>Caregiver Coaching &amp; Support</i></li> <li>• <i>Virtual Caregiver Resource Group</i></li> <li>• <i>Assistance finding resources</i></li> <li>• <i>Hiring Students</i></li> <li>• <i>Employee Hardship Fund</i></li> <li>• <i>Financial Wellness Resources</i></li> <li>• <i>Employee Discounts</i></li> <li>• <i>Workplace Flexibility Resources/Consultations</i></li> <li>• <i>Webinars and online education</i></li> </ul> |
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**Need additional support?** WorkLife specialists are available to assist you with your questions. Let Us Help You Today!

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