

**CALIFORNIA INSTITUTE OF TECHNOLOGY
STAFF PERSONNEL MEMORANDA**

Subject: <p style="text-align:center">Personal Leaves of Absence</p>	Memo No. 25 Pages: 2 Date: June 15, 2006
Approved by: Thomas W. Schmitt, Associate Vice President for Human Resources	

(This supersedes Memo No. 25, dated 2/1/1999)

1.0 POLICY

It is the Institute's policy to consider employee requests for leaves of absence without pay for purposes such as education, scientific research, public service, and personal emergencies. Such personal leaves of absence (personal leave/leaves) will be granted at the discretion and convenience of the Institute.

2.0 LENGTH OF LEAVE

- 2.1 Personal leaves may be granted for up to six (6) months, with the exception of a personal leave for scientific research which may be granted for up to one (1) year. The Institute may consider extensions to personal leaves on a case-by-case basis.
- 2.2 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. An employee must submit a written request to the supervisor prior to the start date for:
 - 2.2.1 A personal leave.
 - 2.2.2 Any changes to the leave beginning and end date(s).
 - 2.2.3 Extensions to an already-approved leave.
 - 2.2.4 Any changes to an already-approved personal leave.

3.0 ELIGIBILITY FOR AND APPROVAL OF PERSONAL LEAVE

- 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 A supervisor may grant a request for personal leave of up to ten (10) workdays.
- 3.3 A request for leave of more than ten (10) workdays, and extension to an already-approved personal leave requires endorsement by the employee's supervisor and the approval of the chief human resources officer or designee.
- 3.4 The Human Resources Department is responsible for informing an employee and the supervisor whether a leave request has been granted.

4.0 EMPLOYEE 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, an employee will not accrue additional vacation or sick time during the leave of absence. However, an employee who goes on a personal leave may request payment of unused vacation, as long as that payment does not reduce the employee's unused vacation balance to fewer than forty (40) hours.
- 4.2 An employee on a personal leave may be eligible to continue participation in certain Institute benefit programs. Information about the programs and eligibility requirements are in the Benefits Handbook.

5.0 RETURN TO WORK

- 5.1 An employees returning to work from a personal leave of ten (10) or fewer workdays will return to the same position.
- 5.2 An employee returning from a personal leave of more than ten (10) workdays may return to the same position at the supervisor's discretion. Before going on a personal leave of more than ten workdays, it is advisable for the employee and the supervisor to discuss expectations for filling the vacant position during the leave period.

Supervisors must contact Employee Relations before posting and/or filling a position vacated by an employee who is on a personal leave.

- 5.3 An employee returning from a personal leave who does not return to the same position may:
 - 5.3.1 Apply for other posted Institute positions.
 - 5.3.2 Be terminated and receive pay for the remaining accrued vacation, if any.
- 5.4 An employee who does not return to work at the end of an approved personal leave will be considered to have resigned from the Institute and will be terminated.

6.0 PROCEDURES

- 6.1 An employee requesting a personal leave of more than ten (10) workdays must submit a Caltech Leave Request Form (P-21) to the supervisor at least thirty (30) days prior to the leave start date. In the case of an emergency, the employee should notify the supervisor as soon as it is practical.
- 6.2 The employee's supervisor is to review the personal leave request, taking into consideration reasons for the leave, as well as the needs of the employee's work unit; and determine whether to recommend granting the leave. The supervisor shall discuss the decision with the employee and forward the request and recommended action to the Leave Administration unit in the Human Resources Office.
- 6.3 Requests for extensions to already-approved personal leave are to follow the same procedures outlined in sections 6.1 and 6.2 above.
- 6.4 Personal leaves of ten (10) or fewer workdays do not require a formal request process, but shall be reported as personal leave time on Caltech's time and attendance reporting system.

7.0 EXCEPTIONS

Exceptions to this policy require approval of the chief human resources officer or designee.