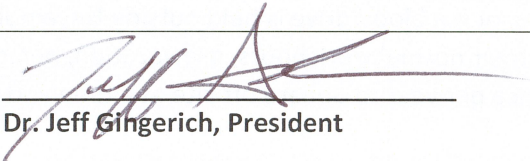




ST BONAVENTURE
UNIVERSITY

Leaves of Absence Policy	
Administered By: Human Resources	
Approved By:  Dr. Jeff Gingerich, President	
Policy Effective Date: June 11, 2024	
Policy Number: HR-2024-22	New Policy <u>X</u> or Revision of Existing Policy ___ Name of Previous Policy:

Military Leave and Reemployment Policy

St. Bonaventure will provide the necessary time off to employees who are required to fulfill military obligations in any Armed Forces, National Guard, other uniformed services or state military, as required by federal and state law. If employees return to work or apply for reemployment on a timely basis, they will be reinstated in accordance with federal and state law. Military leave under this policy is unpaid; however, employees may use available paid time off. Exempt employees may be provided time off with pay as necessary to comply with state and federal wage and hour laws. If you need to take military leave, you must give advance notice of your service obligations to your supervisor, unless military necessity makes advance notice impossible. Military orders should be presented to the Office of Human Resources and arrangements for leave made as early as possible before the beginning of leave. Your benefits may continue to accrue during the period of leave in accordance with state and federal law. Additional information may be found in the Military Leave policy found in the Governing Documents.

Military Leave:

Leave of Absence for Military Spouses

An employee who works an average of twenty or more hours per week, who is a spouse of a member of the armed forces of the United States, National Guard or reserves who has been deployed during a period of military conflict to a combat theater or combat zone of operations, shall be allowed up to ten days unpaid leave.

A period of military conflict includes a period of war declared by the United States Congress or a period in which a member of a reserve component of the armed forces is ordered to active duty as set forth in New York Labor Law §202-i. This leave shall only be used when the employee's spouse is on leave from the armed forces of the United States, National Guard or reserves while deployed during a period of military conflict to a combat theater or combat zone of operations. St. Bonaventure reserves the right to require documentation to substantiate the right to take such leave.

Blood Donation Leave

St. Bonaventure University provides a paid leave benefit for those donating blood on campus if the blood drive is held during the employee's regular work hours. Per NYS labor law section 202-j, the University grants all employees sufficient paid leave time necessary to donate blood on campus, to recover, including partaking of nourishment after donating, and to return to work. Should the employee be unavailable during an on-campus blood drive, or if a blood drive is held outside the employee's normal work hours, the employee may, during their normal work hours, use vacation, personal, PTO time or up to three (3) hours of unpaid leave once per year to donate off-site at a time and place convenient to them.

Bone Marrow Donation Leave

Employees who work an average of 20 hours or more each week are eligible to receive up to 24 hours of unpaid leave to donate bone marrow. Please provide Human Resources with written physician verification of the purpose and length of each leave. For more information regarding this leave, please see Human Resources.

Witness/Crime Victim Leave

Employees who are the victim of a crime or who are subpoenaed to be a witness in a criminal proceeding shall be given time off without pay to attend the criminal proceeding or to consult with the District Attorney. We ask that you notify Human Resources of the need to take witness leave as far in advance as is possible and may require that you provide documentation of the need for leave under this policy.

Voting Leave

The University believes that every employee should have the opportunity to vote in any local, state, or federal election, general primary, or special primary. Any employee whose work schedule does not provide him or her with sufficient time to vote while polls are open will be granted up to two paid hours off in order to vote. Any additional time off will be without pay. We reserve the right to select the hours you are excused to vote. Notify Human Resources of the need for voting leave at least two business days before the election. When you return from voting leave, you must present a voter's receipt to Human Resources as soon as possible.

Additional Leaves

The above list of leaves of absence is not meant to be exhaustive. Faculty are subject to additional leaves of absence which may be found in the Faculty Status & Welfare Handbook.