1. **STATEMENT OF POLICY:**

   The Law School recognizes that many staff members are faced with balancing personal demands and work obligations. While the Law School’s primary goal is to provide a meaningful educational and student experience, the Law School also recognizes the need for staff members to be away from the Law School from time-to-time for personal reasons. Short periods of personal leave may be granted to eligible full-time or part-time regular or term staff members. The granting of a personal leave and its duration is solely within the discretion of the Law School.

2. **POLICIES/PROCEDURES:**

   Periods of personal leave (not to exceed six months) may be granted to an eligible full-time or part-time regular or term staff member, at management’s sole discretion. Any false statement made to secure a personal leave may result in discipline up to, and including, dismissal from the Law School.

   Personal leave is unpaid. A staff member granted a personal leave must first exhaust any accrued and available vacation pay before commencing a personal leave. For rules regarding use of sick pay during a personal leave, please refer to the Law School’s Sick Pay policy. Once vacation and, if applicable, sick pay is exhausted, the staff member is responsible for payment of all group benefits. Benefits do not accrue during unpaid personal leave.

   A staff member granted a personal leave must resume work on the first scheduled workday following the expiration date of the leave. Failure to return on the specified date may be considered job abandonment.

   A staff member must disclose whether they will be employed or self-employed during a personal leave when they request the leave. If, after a personal leave has commenced, the staff member seeks to become employed or self-employed, they must inform Human Resources of the potential employment/self-employment. A staff member obtaining or seeking other employment/self-employment while on a personal leave without providing notice to Human Resources may be subject to discipline up to, and including, dismissal from the Law School.

   The Law School will use its best efforts to return a staff member to his/her original position or substantially similar position upon their return to work, but the Law School cannot guarantee the availability of such a position or that the staff member will be returned to work.

   Staff members must submit a written request for personal leave which states the projected beginning and ending dates and the specified reasons for the requested leave. Personal leaves must be approved by the appropriate Senior Vice President/Dean.