Auxiliary Services
Leave of Absence Guidelines

Non-Medical/Non-FMLA Related Out of the office of 2 Weeks or Less
- Per employment rules and policies, use vacation, compensatory time or time without pay (ANP pay code in Kronos) by completing an absence card and obtaining supervisor approval.

Non-Medical/Non-FMLA Related Out of the office Longer Than 2 Weeks
- If using vacation or compensatory time to cover an entire absence less than 3 weeks, obtain supervisor and departmental director approval prior to the leave.
- If using a combination of paid leave (vacation or compensatory time) and time without pay (LOA pay code in Kronos) for time out of the office longer than 2 weeks, a Personal Leave of Absence (LOA) must be requested via the Leave of Absence Request Form. Supervisor, Director, AVP and HR approval must be obtained in writing prior to the leave.

Medical Related Absence (non-Workers Comp related)
- Per employment rules and policies, use sick, vacation, compensatory time or time without pay (for less than 3 days, the pay code ANP should be used) by completing an absence card and obtaining supervisor approval.
- If absence is over 3 days in length or anticipated to go over 3 days in length, an FMLA request should be sent, as appropriate.
- If FMLA is approved, the type of leave used (sick, vacation, comp, unpaid (FMLA code)) would be per the FMLA policy.
- If individual is ineligible for FMLA or has exhausted FMLA and needs additional time out of the office, a Medical Leave of Absence (LOA) should be requested via the Leave of Absence Request Form. Supervisor, Director, AVP and HR approval must be obtained in writing prior to the leave. If this leave is approved, the approval will outline the type of leave time (sick, vacation, comp, unpaid (LOA code)) that may be used in each situation.

Medical Related Absence – Workers Comp Related
- Per policy, a workers comp injury needs to be reported online as soon as possible and the employee needs to seek appropriate medical attention. It is Auxiliary Services practice that if employee leaves work to seek medical attention on the day of injury, they are to be paid REG pay for the rest of their scheduled shift. If they seek medical attention at any point after the day of injury, sick, vacation, compensatory time or unpaid time must be used.
- FMLA, if the employee is eligible and has not exhausted FMLA time, will be tracked concurrently to workers comp leaves.
- If an employee no longer qualifies for a workers comp leave and has exhausted or is ineligible for FMLA, a Medical Leave of Absence (LOA) should be requested via the Leave of Absence Request Form. Supervisor, Director, AVP and HR approval must be obtained in writing prior to the leave. If this leave is approved, the approval will outline the type of leave time (sick, vacation, comp, unpaid (LOA code)) that may be used in each situation.