



## **Personal Leave Policy**

Purdue University Global ("PG") may provide a Personal Leave of Absence ("PL") for compelling personal reasons, or when an employee is unable to work due to a personal medical condition but is not eligible or exceeded the time allowed under the Family and Medical Leave Act ("FMLA") or similar state-specific leave laws.

### **Eligibility**

PG employees are eligible for an unpaid Personal Leave if the following requirements are met:

- The employee must be regularly scheduled to work a minimum of 37.5 hours per week; and
- The employee is classified as a regular full-time employee.
- A regular employee who has been employed for at least ninety (90) days.

Personal Leave will not be granted if paid time-off is available and will only be granted if it will not interfere with normal business operations. Personal Leaves are normally granted when a leave is expected to last for at least ten (10) business days but for no more than ninety (90) calendar days.

If the leave reason is for a personal medical condition, a "personal medical condition" means an illness, injury, impairment, or physical or mental condition that precludes an employee from performing one or more essential job functions, and for which the employee is receiving medical care or treatment from a state-licensed healthcare provider.

Employees can request Personal Leave for non-medical reasons such as death in the family, travel, marriage, sabbatical/education, natural disasters, domestic violence, care for family member not covered under FMLA, and medical reasons such as personal medical conditions that are ineligible under the FMLA.

Employees who request a leave for a personal medical condition and do not meet the eligibility criteria will be considered for a leave of absence as a reasonable accommodation in accordance with the requirements of applicable law.

### **Policy**

Personal Leaves are granted at the sole discretion of the Vice President Faculty & Academic Resources. The decision to grant Personal Leave is contingent on the recommendation of the employee's manager and their HR Business Partner. Factors considered include business need and conditions, the employee's performance record, the reason for the leave and the duration of the leave.

Personal Leave must be taken as a continuous leave, it may not be taken on an intermittent or reduced schedule basis.

While on an approved Personal Leave of absence the employee's job will not be guaranteed. However, upon the employee's return from leave, reasonable effort will be made to return the employee to the same job held prior to the leave, or to another job for which he or she may be qualified. The employee is expected to confirm their return to work date in advance. If the employee does not return from their approved leave, he or she will be considered to have voluntarily resigned from PG. In addition, if the employee is found to be working elsewhere during their leave, or if he or she is found to have otherwise misrepresented the reason for the leave, the employee may be subject to discipline, up to and including termination.

All intellectual property created during an approved Personal Leave will be deemed property of PG.

### **Personal Leave is Unpaid**

Personal Leave will be unpaid. The employee will be required to exhaust any sick, personal and/or accrued but unused vacation time available before taking the remainder of the leave as unpaid, unless otherwise required by law. Any sick, personal or vacation time used during their Personal Leave will be counted against the employee's Personal Leave time – it does not extend the available amount of time for Personal Leave.

### **Benefits While on Personal Leave**

During the Personal Leave, the employee's health benefits will continue for the duration of the approved unpaid leave under the same conditions as if the employee had continued to work. During any paid portions of the leave (for example, if the employee is receiving sick, personal and/or accrued vacation pay), the employee's regular health insurance premiums will continue to be deducted from their pay. For any unpaid portion of the approved leave of absence, the employee will owe their portion of the premiums for each pay period that they will not receive a paycheck. The employee may pay the premiums in a lump sum, bi-weekly basis, or a repayment schedule, not to exceed three months. A Repayment of Benefits Premium letter will be sent to the employee with the leave determination email, for the employee to select the option they prefer. For additional benefits information, please consult the Summary Plan Descriptions, which are available on the HR Portal on PGNet.

## Applying for Personal Leave

When the need for leave is foreseeable, the employee is expected to give at least 30 days advance notice of the need for Personal Leave including the reason and expected duration.

It is an employee's responsibility to work with their HR Business Partner to notify the employee's manager of the need for leave, to obtain the applicable recommendation from their manager and HR Business Partner. Failure to provide notification of the need for leave when the leave is foreseeable, may result in denial of the leave request and/or disciplinary actions up to and including termination.

Leave information can be found on Access the HR portal on **PGNet** via <https://sites.google.com/purdueglobal.edu/pghr-support/leave-programs> this webpage can be accessed from any computer or smartphone. Click **HR Support** tab located on top of the page. Under **Employee Benefits**, select **Leave Programs**, here you will find the LOA webpage.

### The procedures for applying for FML

- Employee notifies his or her supervisor of the need for a leave of absence.
- Employee applies for leave by contacting the Leave Administrator at [HR@Purdue.edu](mailto:HR@Purdue.edu).
- PG Leave Administrator will notify the employee regarding required forms and/or applicable medical certifications to be provided, and they will keep the employee informed on the status of their leave and coordination with other applicable federal and state leaves, laws, and payments.
- It is the employee's responsibility to ensure that Purdue Leave Administrator receives any medical documentation required within 15 days of when requested. Failure to submit satisfactory documentation in a timely manner may result in a denial of the requested leave.
- Where applicable, costs associated with securing satisfactory documentation from the medical provider are the employee's responsibility.
- A leave determination notice will be issued by the Leave Administrator detailing the decision. Please note: the Personal Leave is not considered approved until the employee has received confirmation from the Leave Administrator.

### Personal Leave Extension

During the period of Personal Leave, the employee, health care provider (if applicable), in conjunction with PG Leave Administrator will provide an expected return to work date. It is the employee's responsibility to notify the PG Leave Administrator of any changes within 7 calendar days of the expected return to work date. It is the employee's

responsibility to ensure the PG Leave Administrator is supplied with appropriate documentation, including applicable medical certification, if an extension is required. Appropriate documentation must be provided within 7 calendar days of the original expected return to work date to PG Leave Administrator. Failure to submit satisfactory documentation in a timely manner may result in a denial of the extension.

### **Early Return to Work**

If the employee is able to return to work prior to their expected return to work date, then he or she must notify PG Leave Administrator at least 3 days prior to the date he or she wishes to return to work. PG Leave Administrator will contact and obtain agreement from the employee's healthcare practitioner, manager, and/or Human Resources as applicable to ensure the early return to work is safe and appropriate. The employee should not return to work without receiving verification from PG Leave Administrator that the return to work date has been approved.

### **Appealing Personal Leave Decision**

If the employee does not agree with Purdue Global Leave Administrator's initial claim decision, he or she has 5 days after receipt of written decision from Purdue Global Leave Administrator to appeal. The appeal must be submitted in writing directly to Purdue Global Leave Administrator and must include at least the following information

- The employee's first and last name
- The employee's ID number
- An explanation why the employee is appealing the initial determination. As

part of the appeal, the employee may submit any written comments, documents, records, or other information relating to their claim. Appeals can be submitted via email at [HR@Purdue.edu](mailto:HR@Purdue.edu).

After the Leave Administrator receives the employee's written request appealing the initial determination, the Vice President Faculty & Academic Resources will conduct a full and fair review of the claim. The review on appeal will take into account all comments, documents, records, and other information that he or she submits relating to their claim. The Leave Administrator will notify the employee in writing of the final decision within a reasonable period of time. If the requested Personal Leave is denied on appeal, the Leave Administrator will send the employee a final written decision.