
PROFESSIONAL STAFF EMPLOYEES LEAVE

PURPOSE: To establish policies, regulations and procedures governing leave allowances for professional staff.

I. Sick Leave

- A. Sick leave for all professional staff who are employed on a nine-month or more basis shall accrue at the rate of approximately one (1) day for each full month of service (actual calculation of .0462 hours per hour worked). Sick leave shall accrue without limitations. Sick leave shall be charged for absences due to illness only on working days.
- B. Eligibility for sick leave for professional staff requires eligibility for benefits. Sick leave may be taken when earned.
- C. Professional staff shall have nine (9) days of sick leave credited for each full year of service to a maximum of 45 days as of November 1, 1972. On that day, the sick leave accrual will be at the rate of one (1) day for each full month of service. (Actual calculation of .0462...)
- D. Professional staff that exhaust their sick leave and continue to be absent from work due to illness will be permitted to use annual leave. If both annual leave and sick leave are exhausted, a professional staff employee may apply to Human Resource Services to take sick leave without pay.
- E. Professional staff may apply accrued sick leave for maternity/paternity leave pursuant to the University FMLA policy ([BSU-7230](#)).
- F. Professional staff who cannot meet on-campus responsibilities because of personal sickness or sickness of immediate family must inform the immediate supervisor without delay.
- G. In the case of teaching professional staff, arrangements should be made with the department chairperson for adequate class coverage.
- H. After returning to the campus, the Leave Report Form should be completed and signed by the immediate supervisor. The immediate supervisor will send the original copy to Human Resource Services . All sick leave records for Boise State University employees will be maintained in Resource Services.

II. Annual Leave

- A. The annual leave policy applies to staff defined as:
Those personnel who are employed with employment contracts filling permanent administrative positions and who specifically are:
 - 1. Administrative/non-teaching faculty who in their positions and activities are governed by professional staff policies.

2. Exempted from the personnel rules of the State Division of Human Resources/Idaho Personnel Commission.
 3. Not designated official faculty, adjunctive faculty, or visiting professor on their signed contracts.
 4. Not exempt from the overtime provision of the Fair Labor Standard Act.
 - Those Professional staff covered by the FLSA earns compensatory leave at the rate earned by Classified employees.
- B. Professional staff who work twenty (20) hours or more per week for at least five (5) consecutive months and work through semester breaks and spring vacation will accrue annual leave at .0924 hours per hour worked (a proportional rate to approximately two (2) days per month for full time). No employee shall be permitted to accrue more than thirty (30) days (240 hours) of annual leave.
- C. Requested annual leave will be scheduled according to the work requirements of each institutional unit with reasonable consideration allowed for the needs and desires of the employee.
- D. Annual leave accumulated in a given fiscal year is transferable with a state employee when such person is transferred without a break in service to another state agency.
- E. Professional staff shall receive a lump sum payment for earned, but unused, annual leave not to exceed thirty (30) days at the termination of contract.
- F. Professional staff funded through a Sponsored project activity, hired through an Employment Contract, will earn annual leave at rates established by the University. However, due to budgetary considerations and other factors which cannot be controlled by the University, such employees will be required to use their annual leave, as determined by the University, within the contract year in which it is earned. Exceptions to this policy must be requested, in writing, by the project director, approved by the department chair/director and dean, and authorized by the Vice President for Finance and Administration. Such requests must also identify the source of funds to cover the proposed liability.
- G. Professional staff must complete the Leave Report Form when requesting annual leave.
- H. Request for annual leave will be forwarded to the immediate supervisor for approval.
- I. Annual leave report forms for professional staff will be maintained in Human Resource Services.

III. Sabbatical Leave

A. Purpose of Professional Sabbatical Leave

1. Professional sabbatical leave may be granted as an acknowledgement of service to the University and for purposes that will improve the ability of the recipient to discharge effectively his/her professional duties.
2. Professional sabbatical leave may include, but will not be limited to the following:
 - a) Research and writing in the recipient's field of specialization
 - b) Regular attendance at classes of a university or institution
 - c) Institute or university exchanges or other specifically defined activities that would enhance the employee's performance.

B. Eligibility:

1. Full-time professional staff (see definition [BSU 7280](#))

2. Professional staff employees who have completed six (6) years of service to the University since appointment may apply for a professional sabbatical leave.
- C. Professional Sabbatical leave Term and Compensation:
1. The terms of the leave will be appropriate to the purpose, to not be less than one (1) month or exceed twelve (12) months in length.
 2. Compensation while on professional sabbatical leave will be full salary plus all payments for University funds for benefits for one (1) to six (6) months leave and one half the salary plus all payments from University funds for benefits from seven (7) to twelve (12) months leave. Total leaves granted during any fiscal year shall not exceed three (3) FTE positions [totaling thirty-six (36) months.]
 3. Additional travel related expenses may be awarded when the leave is for six (6) months or less. These allowable expenses will be awarded according to current State policies regarding travel. The applicant shall submit an estimate of anticipated expenses.
- D. Obligation to Return to the University: The recipient of a professional sabbatical leave must agree to return to the service of the University for a period of time at least equivalent to the leave or repay the money received while on leave. Upon determination that the enforcement of this obligation will create an extreme hardship or would be seriously inequitable, the President may waive the refund in whole or part.
- E. Salary Increase and Related Benefits During Leave:
1. While on professional sabbatical leave the recipient will be entitled to all salary increase benefits generally afforded other non-classified personnel.
 2. To the extent permitted by law, personnel on leave will be regarded as in active University employment status and accrue such benefits under applicable University policies as if they were in active University service. However, payments for insurance premiums and retirement contributions which are related to the amount of the employer's compensation will be based upon actual payments made to the individual by the University during the period of the leave and not upon the budgeted salary for the position.
- F. Deferment of Leave: A professional sabbatical leave that has been awarded may be deferred at the request of the recipient by the President for a period up to one (1) year.
- G. The application for professional sabbatical leave should include the following information:
1. The applicant's range of service and record of accomplishments at the University. Materials should be included as appropriate to the applicant's professional abilities.
 2. Statement of Purpose of the Professional Sabbatical Leave
 - a) A concise discussion of how the applicant plans to use the professional sabbatical leave should be included. The goal(s) and objective(s) of the project should be outlined, including a description of the activities to be pursued.
 - b) If research is anticipated, a review of the pertinent research or relevant situational elements should be included.

c) The applicant should include starting and ending dates of the leave, as well as the anticipated location.

3. Justification of Request

The justification for the request should include a statement of anticipated value/benefit for the applicant and the University. These benefits should be listed as specifically as possible (e.g., publication, course improvement, program development, recognition to the University).

4. Letters of support

The applicant should include letters of support from his/her supervisor(s), dean, vice-president and/or colleagues, and/or professionals from outside of the University.

5. Statement of Impact

Pertinent information regarding how the applicant's responsibilities will be discharged during his/her absence including the implications for the department or divisional personnel and activities should be provided.

6. Review of the Proposal

The proposed professional sabbatical leave should be reviewed by persons sufficiently knowledgeable in the subject to judge the technical merit, feasibility, and relevancy of the proposal. This written review may be made by the applicant's supervisor, dean, vice president, colleagues, and/or professionals outside the University.

7. Application Procedures

The proposal and the agreement shall be presented to the staff member's direct supervisor/department head. The department head will consider the merits of the request, options for handling the resulting workload, and budget implications. The department head will ask the Executive Director of Human Resource Services to verify the years of service requirement. The appropriate Vice President/Provost will review the request and the comments from the department head and make his/her recommendations to the President. The President will approve or deny the request and the applicant will be informed of the decision.

8. Report of Leave

Upon completion of the professional sabbatical leave the professional staff member must present to the appropriate Vice President/Provost and to the immediate supervisor, a written account of the activities engaged in during the leave period. This report should verify the proposal submitted in the application for the sabbatical leave.

IV. Leave of Absence Without Pay

A Professional staff employee holding permanent status, at the discretion of the appointing authority, may be granted leave without pay when such leave exceeds one week and will not have an adverse effect upon the department. The request for leave of absence without pay must be in writing on the required form (available in Human Resource Services), and must establish reasonable justification for the approval of the request. Such leaves may be granted for professional improvement, continuing education, or personal reasons.

1. An employee is required to exhaust accrued vacation leave before commencing leave.

2. The appointing authority approving the leave of absence without pay assumes full responsibility for providing for the employee's return to the same position or to one comparable in terms of pay, status, and responsibilities.

V. Military Pay With Leave

- A. Employees who are members of the national guard or reservists in the armed forces of the United States who are directed by proper military authority to participate in an ordered authorized field training under the National Defense Act shall receive military leave with pay for a maximum of fifteen (15) working days in any one calendar year. Such leave is exclusive of vacation, sick and compensatory leave.
- B. An employee taking military leave with pay must attach a copy of their orders to their biweekly Leave Report Form.

VI. Military Leave Without Pay

An employee whose employment is reasonably expected to continue indefinitely and who leaves his/her position either voluntarily or involuntarily in order to perform active military duty shall be granted military leave without pay. The employee shall either be separated from state service or placed in "inactive" status, at the option of the appointing authority.

VII. Court and Jury Services

- A. When an employee is subpoenaed or required to appear at a judicial or administrative hearing as a witness in any capacity connected with official state duty, s/he shall not be considered absent from duty. The employee shall not be entitled to receive compensation from the court. Expenses (mileage, lodging, meals and miscellaneous expenses) incurred by the employee shall be reimbursed by his/her respective department in accordance with state travel regulations.
- B. When an employee is subpoenaed to appear as a witness in a capacity that has no connection with official state duty or is required as a party to attend a judicial or administrative hearing in non-job related litigation, s/he shall be permitted to attend and shall be permitted to use accrued vacation/compensatory time if requested by an employee. If no leave is requested, the employee shall be granted leave without pay. The employee shall be entitled to keep any fees and mileage reimbursement paid by the court.
- C. When an employee is summoned by proper judicial authority to serve on a jury, s/he shall be granted a leave of absence with pay for the time that otherwise the employee would have worked. The employee shall be entitled to keep fees and mileage reimbursement paid by the court in addition to salary. Expenses in connection with this duty are not subject to reimbursement by the state.

VIII. Election Leave

When requested by an employee, an appointing authority shall grant leave without charge to vacation leave or compensatory time off for overtime, for voting in primary, general, municipal, school, or special elections in those instances where the employee's work would interfere with his/her being able to vote.

IX. Leave during Facility Closure or Inaccessibility

Only the President of the University (or his/her designee) can authorize closure of a University facility under the following conditions:

- A. When a state facility is closed or declared inaccessible because of severe weather, civil disturbances, loss of utilities or other disruptions, affected employees may be authorized administrative leave with pay to cover their scheduled hours of work

during the closure or inaccessibility. If a Professional staff employee is required to work, no additional compensation, including overtime, shall be awarded.

- B. When a severe storm occurs during the day, and the appointing authority authorizes early release of employees, the resulting time off shall be charged to administrative leave with pay.