



XAVIER UNIVERSITY

Family Leave

Effective: July 1, 2017

Last Updated: July 1, 2017

Responsible University Office: Office of Human Resources

Responsible Executive: Associate Vice President for Human Resources

Scope: All Faculty and Staff Employees

A. REASON FOR POLICY

In all of its actions and operations, Xavier University is guided by its Jesuit principles. Cura personalis, care for the person, and cura apostolica, care for the organization, are two important mission values - both of which are augmented by this Family Leave Policy. One way of accomplishing cura apostolica is the recruiting and retaining of a highly qualified, dedicated workforce. As well, Xavier is committed to supporting and caring for each of its employees with their work-life balance by providing paid time off when they face circumstances that qualify for time off under the Family Medical Leave Act of 1993.

B. POLICY

Employees who qualify for an FMLA leave of absence in accordance with the requirements of the Family Medical Leave Act of 1993 will be granted up to 8 weeks full pay leave in a 12-month rolling calendar year when they are on FMLA.

C. PROCEDURES

1. Following the Family Medical Leave Act policy (<http://www.xavier.edu/hr/documents/1FamilyandMedicalLeaveAct.pdf>) an employee must be approved for FMLA.
2. Employees approved for FMLA leave for their own serious health condition may access paid sick leave either before or after taking family leave.

3. All time taken under family leave must be recorded on the appropriate time sheet or leave report.

4. When determining the amount of paid leave received, a holiday that occurs during a time of family leave has no effect. The holiday is reported as family leave.

Other applicable policies and/or resources:

Family Medical Leave Act (FMLA)

Sick Leave

Faculty Handbook