

# UNIVERSITY OF WISCONSIN-EXTENSION UNCLASSIFIED PERSONNEL GUIDELINES (UPG)

## UPG #16

### UW-EXTENSION FAMILY LEAVE POLICY

UWEX unclassified employees employed through a joint contract with a non-UWEX employer should review the terms of their contract or check with their appointing authority regarding how this policy applies to their appointment.

#### **16.01 Policy Statement:**

On April 26, 1988 a statewide family and medical leave bill was enacted into law (Wis. Stat 103.10). This law provides job-protected unpaid family leave for the birth or adoption of a child or care of a seriously ill child, spouse, or parent. The law includes the provision for employers to provide employees with rights to family leave which may exceed the parameters stated in the statutes.

This policy intends to provide each unclassified employee of UWEX the same amount of unpaid calendar weeks or months leave, regardless of percentage of appointment. Please note that an employee has the option of requesting any amount of unpaid leave up to the maximum specified. The amount of unpaid leave specified in the following paragraphs refer to an entitlement in a twelve month period.

Individual staff members should refer to the appropriate faculty or academic staff documents to determine the effect of this policy on the tenure clock for probationary faculty or its effect on the academic staff promotion timetable. It is the individual staff member's responsibility to confer with the UWEX Staff Benefits Office to determine what effect an unpaid leave may have on fringe benefits.

#### **16.02 Definitions:**

Child: a natural, adopted, or foster child, a step-child or a legal ward

Parent: a natural, adoptive, or foster parent, step-parent, or legal guardian

Employee: an individual holding an unclassified staff appointment in UW-Extension

Family: a durable network of kin and/or non-kin who interact regularly, providing for the domestic needs of its members.

#### **16.03 Notice Period:**

The employee shall in a reasonable and practical manner give the employer advance notice of her/his intention to use family leave. Requests for an extension of the family leave entitlement must be made to the appointing authority prior to the end of the entitlement.

#### **16.04 Policy:**

**Birth/Adoption:**

Upon request, parents shall be granted up to six months unpaid leave at the time of the birth of a child or placement of a child for adoption or foster care (provided that the leave begins within 16 weeks of the birth or placement). This leave may be extended upon approval of the appointing authority.

**Illness:**

Upon request, an employee shall be granted up to twelve weeks unpaid leave to care for a family member who is ill. This leave may be extended upon approval of the appointing authority.

**Death:**

Upon request, an employee shall be granted up to two weeks unpaid leave in the event of the death of a family member. This leave may be extended upon approval of the appointing authority.

Family Business:

Upon request, an employee shall be granted up to two weeks unpaid leave to attend to personal, legal, educational, financial or other substantive matters involving themselves or family members. This leave may be extended upon approval of the appointing authority.

**16.05 Other Leave Options:**

In addition to unpaid family leave, employees should refer to paid leave options available under UWEX Unclassified Personnel Guidelines for vacation and sick leave.

**Adopted January, 1990**

**Revised October, 1995**