



Non-Union Staff Other Leaves of Absence/Time Off

Personal Day

Non-union regular employees are eligible for two Personal Days on January 1 each year. Unused personal days expire on December 31 and do not carry over to the next year. Personal Days are awarded at time of hire. Contracted employees should refer to their contract.

Informal Leave of Absence

An informal leave of absence may be granted for personal reasons for a period not to exceed 14 calendar days and must be coordinated with immediate supervisor. Such a leave may not be extended.

Formal leave of Absence, Personal Reasons

A formal leave of absence may be granted for personal reasons for a period not to exceed 180 calendar days. Such a leave may be extended for an additional period not to exceed 180 calendar days. Employee must submit written memo for personal leave of absence to receive approval of the department chair/director and Human Resources. In no event shall leave be granted to enable an employee to work for another employer or in self-employment.

Professional Development Leave

A Professional Development Leave may be granted to regular, full-time, exempt, non-faculty, non-represented staff who are more than one echelon below a Vice President. The leave is not to exceed one year, and may be granted to eligible employees for the purpose of pursuing graduate study, maintaining professional expertise, engaging in research sponsored by an agency other than the University, or for other purposes beneficial to the University and to the professional stature of the individual.

- The leave is intended for employees with at least three years of continuous employment at Michigan Tech.
- There should be at least one year between Professional Development Leaves.
- The leave provides for benefits to continue at no additional cost to the person on leave.
- Staff may not accept full-time employment outside the employment proposed in the leave application.
- Employees agree to return to Michigan Tech upon completion of the leave for a period equal to the length of the leave.
- Employee must apply for a professional development leave directly to their immediate supervisor and must include an outline as to the purpose of such leave.

Bereavement Leave

When an employee's spouse, children, mother, father, siblings, son-in-law, daughter-in-law, grandmother, grandfather, grandchildren, great-grandfather, great-grandmother, great-grandchildren, step-parents, step-children, father-in-law, mother-in-law, sister-in-law, brother-in-law, foster parents, foster children, legal guardian, aunt, uncle, niece, nephew, or significant other (an individual with whom the employee has had a continued personal living arrangement which existed over an extended period of time) dies, the employee will be allowed three days bereavement leave to attend the funeral or service and make arrangements without loss of pay. If additional time off is needed, the employee may request the use of sick time, compensatory time, or leave of absence without pay.

Service Absence

A service absence entails military training (reservist or national guardsman) not exceeding twenty work days per year, or jury duty, or testifying due to a subpoena. Regular employees are paid the difference between military base pay, jury pay, or witness fees, and regular pay for work time lost during the employee's schedule of hours.

Military Service

A leave of absence for military service shall be granted upon written request through the employee's immediate supervisor and upon approval of the department chair/director and Human Resources, for a normal tour of duty.

Jury/Witness Service

If you are called for jury duty or to testify at the order of a court, you will be excused from your job without loss of pay or benefits for a period not to exceed thirty work days with pay in any calendar year. However, your regular wages will be reduced by the amount of any compensation you receive for such service. When you report for jury duty but are not selected to serve for that day or session you must return to work for completion of the normal work schedule or until your next scheduled duty.