

University Policy 3105: Other Leave

Category: Human Resources

Subcategory: Benefits

Covered Individuals: Benefit-Eligible Employees

Responsible Executive: Vice President for Finance and Administrative Services

Policy Custodian: Office of Human Resources, Associate Vice President for Human Resources

Last Revised: 2023/05/03

Previous USU Policy Number: 369: Other Leave

3105.1 PURPOSE AND SCOPE

Utah State University (USU) offers benefit-eligible employees the following additional leave benefits: Bereavement Leave, Jury and Witness Leave, Special Development Leave, and Organ or Bone Marrow Donor Leave.

3105.2 POLICY

2.1 Bereavement Leave

USU provides up to three (3) work days paid time off due to the death of an immediate family member, including loss of a child as a result of a miscarriage or stillbirth. For this policy, immediate family is defined as: employee's spouse or domestic partner, child, son-in-law, daughter-in-law, foster child, parents, parents-in-law, brother, sister, brother-in-law, sister-in-law, grandparent, grandparent-in-law, grandchildren, and step-relative.

2.2 Jury and Witness Leave

The employee will receive full salary for the period during which the employee is absent from work for compliance with either an official requirement to appear for jury service or a subpoena to appear as a witness at a trial, deposition, or other official proceeding. Time allowance for jury and witness service covers only time lost while actually engaged in jury service or in attendance as a witness and reasonable travel to and from the place of jury duty.

Employees are expected to report daily to work before and after jury service or jury attendance when feasible. Any funds received for jury duty remain with the employee.

This policy does not apply to employees who appear in court on their own behalf. Expert Witness Services is covered by [USU Policy 3201: Extra-Service Compensation](#) and [USU Policy 3202: Consulting Service](#).

2.3 Special Development Leave

USU may grant a special leave with pay for developmental purposes. Special Development Leave is not a right, but a privilege. This leave must be requested in writing. The leave approval, pay, and terms of the leave are at the discretion of the department head, director, or dean/vice president. Any leave agreement should stipulate the length of the leave and the agreed rate of pay. The length of leave may not exceed one (1) year, nor can the rate of pay exceed the amount as stated in [USU Policy 3116: Sabbatical Leave](#).

The negotiated agreement must be approved by the appropriate dean or vice president and forwarded to the president for approval.

2.4 Bone Marrow or Organ Donor Leave

USU grants special paid leave to employees who are temporarily disabled while serving as a bone marrow or human organ donor. Employees who donate bone marrow shall be granted up to seven (7) calendar days of paid leave. Employees who donate a human organ shall be granted up to thirty (30) calendar days of paid leave. Additional leave required for donor disability beyond the specified days may be taken under [USU Policy 3104: Sick Leave](#) and [Policy 3101: Family and Medical Leave \(FMLA\)](#). In cases in which this leave also qualifies as Family and Medical Leave, the FMLA leave will run concurrently with this leave. Donor leave must be requested in writing, including documentation from a medical practitioner authenticating the donation.

3105.3 RESPONSIBILITIES

3.1 Office of Human Resources

Provide information, answer questions for employees and/or supervisors as they utilize this policy.

3.2 Employees

Notify his/her supervisor when the above leaves are requested, and comply with requests for documentation.

3105.4 REFERENCES

- [HB 449 Bereavement Leave Modifications](#)

3105.5 RELATED USU POLICIES

- [USU Policy 3101: Family and Medical Leave](#)
- [USU Policy 3104: Sick Leave](#)
- [USU Policy 3116: Sabbatical Leave](#)
- [USU Policy 3201: Extra-Service Compensation](#)
- [USU Policy 3202: Consulting Service](#)

3105.6 DEFINITIONS

N/A

Information below is not included as part of the contents of the official policy. It is provided only as a convenience for readers/users and may be changed at any time by persons authorized by the president.

RESOURCES

Procedures

N/A

Guidance

N/A

Related Forms and Tools

N/A

Contacts

N/A

POLICY HISTORY

Original issue date: 1997/01/24, 2004/07/01

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Next scheduled review date:

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