Policy 3105: Other Leave

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UtahStateUniversity

EXECUTIVE SUMMARY

USU Policy 3105: Other Leave
Category: Human Resources
Subcategory: Benefits
Covered Individuals: Benefit-eligible employees
Responsible Executive: VP & Chief of Staff
Policy Custodian: Sr. Assoc. VP for HR

For each section below, summarize the highlights of the new policy using the suggested questions as guidelines.

BACKGROUND:

Implementing these policies is important to support employee retention and ensure Utah State University remains competitive with other higher education institutions that offer paid parental leave. This benefit has been under development and consideration for more than a year, and there is an increasing need to move forward with implementation. Providing six weeks of paid parental leave and a paid personal day will strengthen our benefits package and better support employees and their families.

KEY PROVISIONS OF THE NEW/REVISED POLICY:

A) Benefit Eligible employees may take up to 6 paid weeks following the birth or adoption of a child (must be taken within the first 12 months after birth or adoption). If both employees work for USU, both may take up to 6 paid weeks. The birth parent may take 6 weeks of PPL after they have taken sick or short term disability for the medical recovery related to pregnancy and childbirth. PPL runs concurrently with FMLA and will be prorated for eligible benefited part-time employees. Faculty may choose to use PPL or Parental Caregiving with Modified Duties (PCMD under Policy 3111). B) Adding an additional paid personal day (8 hours) for benefit eligible employees per calendar year to be used for personal matters cultural or religious observances, appointments, or other individual needs. C) Clarified that employees should coordinate with their supervisor and provide necessary documentation when requesting bereavement leave. D) Other minor updates are only to improve readability and align with new format.

IMPLEMENTATION PLAN:

Leadership training and benefits orientation sessions will be updated to reflect this change in policy and process. Publication of the revised Policy 3105 will adhere to the structured policy lifecycle defined in USU Policy 1001 and its associated procedures to promote consistency, transparency, and principles of shared governance. Upon final approval, Policy 3105 will be published in the USU Policy Library to ensure accessibility to all University stakeholders. The Policy Office will disseminate announcements through official University channels, including an email listserv and the MyUSU portal. The Office of Human Resources will utilize current channels of communication (e.g., the Memo, training, website).

University Policy 3105: Other Leave

Category: Human Resources

Subcategory: Benefits

Covered Individuals: Benefit-eligible Employees

Responsible Executive: Vice President and Chief of Staff

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

Last Revised: 2026/MM/DD

Previous USU Policy Number: 369

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 eligible employees with up to three (3) paid workdays of bereavement leave following the death of an immediate family member. Bereavement leave also applies to the loss of a child due to a miscarriage or stillbirth. For purposes of this Policy, an employee's immediate family member includes the following:

- Spouse or domestic partner.
- Child, foster child, son-in-law, or daughter-in-law.
- Parent or parent-in-law.
- Brother, sister, brother-in-law, or sister-in-law.
- Grandparent, grandparent-in-law.
- Grandchild.
- Step-relative.

Employees should coordinate with their immediate supervisor when requesting bereavement leave and providing any necessary documentation.

2.2 Jury and Witness Leave

USU provides eligible employees with paid Jury and Witness Leave when required to appear for jury service or when subpoenaed to appear as a witness in a trial, deposition, or other official proceeding. Employees will receive their regular salary for time spent complying with these official obligations. Paid leave is limited to the time necessary for jury and witness service, including travel to and from the place of service.

When feasible, employees are expected to report to work before and after jury service or witness

attendance on the same day.

The University will request, in writing, that the employee return any jury or witness fee received for such service.

Expert Witness Services on behalf of USU are covered by USU Policy 3201: Extra Service Compensation. Expert Witness Services not on behalf of USU may be covered by USU Policy 3202: Consulting Service.

2.3 Special Development Leave

USU may grant 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 final approval.

2.4 Bone Marrow or Organ Donor Leave

USU grants special paid leave to eligible 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 USU 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.

2.5 Paid Parental Leave

Utah State University grants six (6) weeks (240 hours) of Paid Parental Leave (PPL) following the birth or adoption of a child to support bonding with and caring for the child. When both parents are employed by USU, each employee who is a legal parent/guardian of the child is eligible to receive six (6) weeks of PPL.

2.5.1 Birth Parent

For a birth parent, PPL will begin following the completion of leave for recovery related to pregnancy and childbirth, including leave taken under Policy 3104: Sick Leave and/or USU Policy 3108: Disability Insurance Programs. If the birth parent has no leave available under these policies, PPL may be used first. PPL is intended to provide leave for bonding with and caring for the child and will not be used concurrently with short-term disability or sick leave for recovery related to pregnancy or childbirth.

This benefit is not available to a birth parent who does not intend to assume legal parentage of the child following birth. Employees in this situation may qualify for other leave benefits, as applicable.

2.5.2 Non-birth Parent

For a non-birth parent, PPL may begin following the birth, adoption, or placement of a child and is intended for bonding with and caring for the child.

2.5.3 General Provisions

For PPL eligibility, an employee must hold a benefit-eligible position with USU and be continuously employed in a benefit-eligible position for at least twelve (12) consecutive months by the start of PPL. Employees appointed at less than 1.0 full-time equivalent (FTE) are eligible for prorated leave based on

their FTE when the leave begins.

When applicable, PPL will run concurrently with FMLA Leave (See USU Policy 3101: Family and Medical Leave).

Faculty who are eligible for Parental Caregiving with Modified Duties (PCMD) (See USU Policy 3111: Parental Caregiving with Modified Duties) Leave under USU Policy 3108: Disability Insurance Programs must choose whether to utilize PPL or PCMD Leave for the applicable period of parental leave. They cannot use both benefits for the same event.

Employees taking PPL must provide at least thirty (30) days' notice prior to the anticipated start of PPL. If thirty (30) days' notice is not possible due to unexpected circumstances, notice must be provided as soon as reasonably allowed by the situation.

Employees must use PPL within 12 months following the birth, adoption, or placement of a child, and must be used in a single, continuous leave period. Unused PPL will be forfeited and will not be paid out upon separation of employment.

2.6 Paid Personal Day

USU grants employees who are in benefit-eligible positions one (1) paid Personal Day (8 hours) per calendar year. The Personal Day may be used at the employee's discretion for personal matters, cultural or religious observances, appointments, or other individual needs. The benefit is prorated based on the employee's FTE appointment and the duration of their benefit-eligible employment during the calendar year.

The Personal Day may only be used during the calendar year in which it is granted and is not carried forward to a future year. Unused portions of the Personal Day are forfeited and will not be paid out upon separation from employment.

The Personal Day may be taken in increments, including partial-day use, subject to supervisor approval and departmental scheduling needs.

The Personal Day is provided separately from Vacation and Sick Leave and does not replace, supplement, or extend any other leave benefits available to employees.

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 their supervisor when the above leaves are requested and comply with requests for documentation.

3105.4 REFERENCES

- Utah Code Ann. § 53H-3-403
- Utah Code Ann. § 63G-1-301
- Utah Board of Higher Education Rule 821

3105.5 RELATED USU POLICIES

- Policy 3101: Family and Medical Leave
- Policy 3104: Sick Leave

- Policy 3108: Disability Insurance Programs
- Policy 3111: Parental Caregiving with Modified Duties
- Policy 3116: Sabbatical Leave
- Policy 3201: Extra-Service Compensation
- Policy 3202: Consulting Service

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 university president.

RESOURCES

Contacts

- Human Resources Solution Center

POLICY HISTORY

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

Last review date: 2026/MM/DD

Next scheduled review date: 2029/11/01

Previous revision dates: 1997/01/24, 2004/07/01, 2015/03/06, 2016/10/21, 2023/05/03

University Policy 3105: Other Leave

Category: Human Resources

Subcategory: Benefits

Covered Individuals: Benefit-eligible Employees

Responsible Executive: Vice President ~~for Finance and Administrative Services~~and Chief of Staff

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

Last Revised: ~~2023/05/03~~2026/MM/DD

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 eligible employees with up to three (3) paid work~~-~~days ~~paid time off due to~~of bereavement leave following the death of an immediate family member.~~,~~ Bereavement leave also applies to the loss of a child due to ~~including loss of a child as a result of~~ a miscarriage or stillbirth. For purposes of this P~~p~~olicy, an employee's immediate family member ~~is defined as~~includes the following:

- ~~employee's s~~Spouse or domestic partner,~~.~~
- ~~c~~Child, foster child, son-in-law, or daughter-in-law,~~.~~ ~~foster child,~~
- ~~p~~Parent~~s,~~ or parent~~s~~-in-law,~~.~~
- ~~b~~Brother, sister, brother-in-law, or sister-in-law,~~.~~
- ~~g~~Grandparent, grandparent-in-law,~~.~~
- ~~g~~Grandchild~~ren, and~~.
- ~~s~~Step-relative.

Employees should coordinate with their immediate supervisor when requesting bereavement leave and providing any necessary documentation.

2.2 Jury and Witness Leave

USU provides eligible ~~The~~ employee~~s will receive full salary for the period during which the employee~~with paid Jury and Witness Leave ~~is absent from work for compliance with either an official requirement~~when required to appear for jury service or ~~a~~ when subpoena~~ed~~ to appear as a witness ~~at~~ in a trial, deposition, or other official proceeding. Employees will receive their regular salary for ~~T~~time ~~allowance~~ spent complying with these official obligations. Paid leave is limited to the time necessary for jury and witness service, ~~covers only time lost while actually engaged in jury service or in attendance as a witness and reasonable~~including travel to and from the place of ~~jury duty~~service.

When feasible, ~~E~~employees are expected to report ~~daily~~ to work before and after jury service or ~~jury~~ witness attendance ~~when feasible~~on the same day.

~~Any funds compensation received for jury duty service remain withmay be retained by the employee.~~

The University will request, in writing, that the employee return any jury or witness fee received for such service.

~~This policy does not apply to employees who appear in court on their own behalf~~. Expert Witness Services on behalf of USU ~~is~~ are covered by USU Policy 3201: Extra-Service Compensation. Expert Witness Services not on behalf of USU may be covered by ~~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 final 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.

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PPL is intended to provide leave for bonding with and caring for the child and will not be used concurrently with short-term disability or sick leave for recovery related to pregnancy or childbirth.

This benefit is not available to a birth parent who does not intend to assume legal parentage of the child following birth. Employees in this situation may qualify for other leave benefits, as applicable.

2.5.2 Non-birth Parent

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3105.3 RESPONSIBILITES

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3.2 Employees

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- Policy 3111: Parental Caregiving with Modified Duties
- Policy 3116: Sabbatical Leave

- Policy 3201: Extra-Service Compensation
- Policy 3202: Consulting Service

3105.6 DEFINITIONS

None

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RESOURCES

Procedures

- None

Guidance

- None

Related Forms and Tools

- None

Contacts

- ~~None~~

Human Resources Solution Center
hr@usu.edu
435.797.0122

POLICY HISTORY

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

Last review date: 2026/MM/DD

Next scheduled review date: 2029/11/01

Previous revision dates: 1997/01/24, 2004/07/01, 2015/03/06, 2016/10/21, 2023/05/03

University Policy 3105: Other Leave

Category: Human Resources
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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

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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.

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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
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3105.6 DEFINITIONS

N/A

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RESOURCES

Procedures

N/A

Guidance

N/A

Related Forms and Tools

N/A

Contacts

N/A

POLICY HISTORY

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Last review date: 2023/05/03

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