



MEMORANDUM

TO: Family Issues Charter Committee
FROM: Robert Foldesi
RE: Leave Task Force Recommendations
DATE: December 14, 1999

Listed below for your information is the guidance I am providing to Human Resources staff in response to recommendations of the Leave Policy Task Force.

Implement the following:

- 1) Develop language that describes the University's position on flextime by April 1, 2000. Distribute the statement for comment and revision and then communicate final guidelines to campus and place in appropriate policy/procedure manuals.
- 2) Develop a PUSH document regarding the use of sick leave. Include the use of emergency leave, the intersection of sick leave with adoptive leave, and sick leave during FMLA (document completed by February 28, 2000).
- 3) Develop a plan for training all campus HR representatives on issues relating to flex time, sick leave, funeral leave, adoptive leave, etc. to ensure consistent application of policy.

Assess the desirability, impact, and cost of the following:

- 1) Adding language to current policy to support the right of an employee to take two vacation days contiguous with funeral leave on the occasion of the death of a spouse/partner, child or parent.
- 2) Allowing new hires to use up to five non-earned sick days in the first year of employment provided the value of those days is repaid at termination if adequate time has not been earned to cover the time taken.
- 3) Maintaining emergency leave at 40 hours per year but consider the capability of accruing emergency leave up to a total of 80 hours.



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