REQUESTING AND SCHEDULING TIME OFF
To request time off, employees need to complete a Time Off Request located on the ULV website at www.ulv.edu/payroll. In order to properly schedule for the absence of employees, please provide as much advance notice as possible. Keep in mind that it is more likely to get time off requests approved if you give substantial advance notice as your immediate supervisor will have more time to plan for your absence and coordinate the assignment of your job duties. There may be instances in which time off requests are denied based on departmental needs and/or other staffing issues.

TIME OFF ACCRUAL/AVAILABILITY
Vacation and sick leave is available for eligible employees after it is earned and credited to the employee. Hours are credited on the 16th day of each month for the current month. Please keep in mind that sick leave is designed to provide salary continuation in the event of illness. A staff member must notify his/her supervisor on each day of absence unless other arrangements have been made. Sick leave is provided for the reasons stated in this policy and may not be used for other purposes.

Personal day leave for regular classified and administrative/professional employees who were employed full-time as of December 31 of any given year are eligible to request the use of eight hours of personal leave during the following year.

Administrative/Professional staff members are eligible for one month of sabbatical leave after each 5 years of continuous full-time employment. This leave does not accrue and is not payable if not used.

MANDATORY VACATIONS
The University provides vacation leave as a benefit to its eligible employees, and it is intended that employees take their time off provided it is approved and scheduled as indicated above. Therefore, the University reserves the right to require employees to take time off at the discretion of management; accrued vacation leave hours will be adjusted accordingly.

REFRAIN FROM BUSINESS ACTIVITIES DURING VACATION
Employees may not perform job related activities during their vacation leave. If there is an unforeseen reason to work during the vacation period, such as in the case of a job-related emergency, you must immediately communicate the need to your supervisor. Accrued vacation leave hours will be credited for the time worked.

HOLIDAYS
If a paid holiday occurs during your vacation period, the day will be counted as a holiday rather than a vacation day. Therefore, there will be no deduction to your accrued vacation leave hours for that day.
JURY DUTY
If an employee serves on a jury, the University will pay up to 80 hours of regular pay in a 24 month period. The employee must forward a copy of the subpoena to the department head, who will need to forward the copy to Payroll. Employees are expected to report for their regular work schedule at times when they are not required to be “in court”. Fees paid to the employee for jury service may be retained by the employee.

EXTENDED LEAVE OF ABSENCE
To inquire about an extended leave of absence such as Family Medical Leave Act (FMLA), California Family Rights Act (CFRA), Personal Leave of Absence (PLA), or other extended leaves of absence, please contact Human Resources. For leave of absence policies, please visit the Human Resources Department’s website at http://www.ulv.edu/hr/s7.pdf.