



General Leaves

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Butler University, founded on ideals of equity and academic excellence, creates, and fosters a collaborative, stimulating intellectual learning environment. We are inspired to boldly innovate and broadly educate, enriching communities and preparing all learners to lead meaningful lives.

POLICY REQUIREMENTS and IMPORTANT NOTES:

Butler University offers a variety of leaves to support employees when circumstances outside of the workplace arise.

Jury and Witness Leave

Employees who are subpoenaed for jury duty will be allowed time off work to fulfill their civic duty. Employees are expected to report to work on those dates that an employee is scheduled to work, and the court/jury is not in session. If the court excuses the employee from jury duty during working hours, the employee should report to work immediately. Employees should present proof of jury duty summons and attendance to their supervisor.

The University recognizes that an employee may be subpoenaed (other than as a consultant) and required to serve as a witness in a court case or arbitration. If an employee is called to serve as a witness, they should notify their supervisor immediately. Unless otherwise required by state or local law, an employee will not be paid for time away from work to participate in a court case, outside of jury duty, or arbitration. An employee may use available paid time off (PTO/Vacation) to cover time missed. Butler University will not discriminate or retaliate against any employee for participating in a court case or arbitration.

Military Leave

The University recognizes the importance of military service and makes provisions for eligible employees to serve short-term military duty. All employees who are members of the US Armed Forces, National Guard units or who are reserve members will be granted a leave of absence for military service, training, or other obligations for up to 15 days. The University will pay the difference between the employee's military pay and base pay, if the employee's military pay is less, during this short-term absence.

Employees who are called to active duty must notify their supervisor and Benefits & Wellness immediately of their scheduled departure date and provide a copy of the official military orders.

Employees on military leave weeks may elect to continue their current health insurance coverage at the normal contribution rates for up to twenty-four (24) months. Following this period, employees on military leave may continue health insurance coverage by paying the full premium costs. Payment arrangements will be made with Benefits.

Further leave for family members of a covered military member may be covered under the Family Medical Leave Act (FMLA), Military Exigency. Found under the FMLA Policy.

Volunteer Emergency Responder Leave

Indiana employees who are volunteer firefighters, volunteer emergency medical services providers or members of the civil air patrol may take unpaid time off to fulfill their emergency duties with these organizations. If an employee is injured while acting as a volunteer firefighter or emergency medical service providers, they may take up to six months of unpaid time off to recover.

Employees must provide Butler University reasonable advance notice of the need for leave under this policy. Butler University may request reasonable documentation reflecting the need for such leave, including a written statement from their superior at the organization stating the nature and duration of the emergency to which they responded or from a physician regarding the injury and its connection with the emergency response duty. Employees must notify Butler University in writing that they are a member of one of these organizations. Only non-essential Butler University employees are eligible for leave. If employees are ineligible for leave, they should notify their superior at the respective organization of the ineligibility.

Employees may use available PTO during otherwise unpaid time off taken under this policy.

Personal Leave of Absence

A personal leave of absence may be granted to employees for a period of up to thirty (30) calendar days within a one (1) year lookback period. The leave of absence must be requested in writing at least two (2) weeks in advance when possible. In the case of an emergency need for leave, verbal notification should be given to the employee's supervisor and to Benefits & Wellness, followed by written notification for leave submitted no more than thirty (30) days after the event date. Requests for personal leave of absence must be approved by the department and the Director of Benefits & Wellness or designee. Determination of leave will be evaluated and may be denied if the leave would create significant difficulty or expense for the university.

All earned PTO and vacation time will be exhausted as part of the personal leave of absence. An employee may continue participation in the health plan (medical, dental, and/or vision) by paying the full monthly premium(s). Payment arrangements must be made with Benefits & Wellness. All other benefits, including retirement matching and vacation service time cease until the employee returns to active status.

If the leave extends beyond the authorized return date, it is the employee's responsibility to request, in writing, a one-time extension for an additional period of no more than thirty (30) days. The University may not be able to hold the position while an employee is on a personal leave of absence. If the position is not available at the time of the employee's return date, every reasonable effort will be made to place the employee in a comparable position, however, the University cannot guarantee re-employment and may terminate employment if a comparable position is unavailable. Failure to report to work on the specified date of return will be considered a voluntary resignation.