

	LEAVE OF ABSENCE TYPE								
	Maternity	Personal Illness/ Injury	To Care for Family Member	Bereavement	Workers Compensation	Sabbatical	Unpaid Leave	Jury Duty	Military
How to Request the Leave of Absence	Career Service: Request for LOA Form Unclassified: Written request to the President's Designee - Division VP and the VPHR	Career Service: Request for LOA Form Unclassified: Written request to the President's Designee - Division VP and the VPHR	Career Service: Request for LOA Form Unclassified: Written request to the President's Designee - Division VP and the VPHR	Employee provides proof to supervisor. Supervisor notifies and sends proof (obituary / announcement / etc.) to Payroll. Bereavement can be taken for immediate family members, as per University Policy	Employee completes the RM2 (Accident Report) AFT FT Faculty: in accordance with Sabbatical Process		Classified: Up to 1 year in accordance with applicable CBA, subject to approval Unclassified: Up to 1 year in accordance with Article 26 (AFT CBA), subject to approval	Provide proof of service to supervisor. Department to notify Payroll and provide proof	Career Service: Request for LOA Form Unclassified: Write to Dean/Chair/Director
Payment during Leave of Absence	Earned Sick Time (birth and recovery only); thereafter earned Vacation, Comp Time, (ADL - Career Service). Cannot use sick leave for bonding Can apply for NJ Temporary Disability Insurance (TDI) for birth and recovery, followed by Family Leave Insurance (FLI) for bonding	Earned Sick Time; thereafter earned Vacation, Comp Time, (ADL -Career Service) Can apply for TDI or LTD	Earned Sick Time; thereafter earned Vacation, Comp Time, (ADL -Career Service) Can apply for FLI	May use up to 3 sick days (up to 5 sick days if travelling)	Employee can use sick leave (to receive 100% pay) or receive 75% of pay from the State of NJ Risk Management Division	Receive 75% (full year) or 100% (one semester) of Salary paid by University	Unpaid	Full pay	May receive pay (per applicable Union Contract); followed by accrued unused vacation leave; followed by Unpaid Military Leave
Timesheet Reporting while on leave	Classified Employees use codes: SKF, VAF, CTT, (ADL -Career Service) Unclassified Employees use codes: SKF, VAF, CTT If paid via FLI and/or TDI, Payroll enters LWOP	Classified Employees use codes: SKF, VAF, CTT, (ADL -Career Service) Unclassified Employees use codes: SKF, VAF, CTT If paid via TDI, Payroll enters LWOP	Classified Employees use codes: SKF, VAF, CTT, (ADL -Career Service) Unclassified Employees use codes: SKF, VAF, CTT If paid via FLI, Payroll enters LWOP	Classified Employees use codes: SKF (or VAF, CTT, and [ADL -Career Service] if no sick leave) Unclassified Employees use codes: SKF (or VAF, CTT if no sick leave)	When Paid by Risk Management, Payroll prepares timesheet, using LWOP. If employee using sick leave, supervisor codes timesheet using the appropriate sick leave code Classified / Unclassified: SKF	Classified Employees: N/A Unclassified Employees: timesheets do not generate for the duration of the leave	Classified Employees: Payroll prepares timesheet, using LWOP Unclassified Employees: timesheets do not generate for the duration of the leave	Classified Employees use codes: JDF Unclassified Employees use codes: JDF	Classified Employees use codes: MLP (paid) or MLU (unpaid) Unclassified Employees use codes: MLP (paid) or MLU (unpaid)
Related Laws, Policies, and Collective Bargaining Agreements	FMLA (Federal Family Medical Leave Act): up to 12 weeks of Job Protection for birth and recovery NJ FLA (NJ Family Leave Act): up to 12 weeks of Job Protection for bonding University Sick Leave and Leave of Absence policies	FMLA (Federal Family Medical Leave Act): 12 weeks of Job Protection. University Sick Leave, Leave of Absence, ADA Reasonable Accommodation, IME policies Collective Bargaining Agreement, if applicable	FMLA (Federal Family Medical Leave Act): 12 weeks of Job Protection. Runs concurrent with NJ FLA University Sick Leave and Leave of Absence policies Collective Bargaining Agreement, if applicable	University Sick Leave Policy Collective Bargaining Agreement, if applicable	State of NJ Division of Risk Management Collective Bargaining Agreement, if applicable	Collective Bargaining Agreement and University Policy	Collective Bargaining Agreement and University Policy	Collective Bargaining Agreement and University Policy	Federal and University Policy and Collective Bargaining Agreement, if applicable
Duration of Leave	Subject to applicable University Policy, State Temporary Disability and Family Leave Insurance laws in effect Medical Authorization required for return to work (for recovery from birth only)	Up to a maximum of one year Medical Authorization required for return to work	Up to a maximum of one year	3 to 5 days where applicable Proof Death required: Obituary or Death Certificate	As determined by the Division of Risk Management	One semester or one academic year	Up to one year	As determined by the applicable jury summons for service	In accordance with Federal and State Laws
Extending Leave past 12 weeks	Contact Benefits Office	Contact Benefits Office	Contact Benefits Office						