UNIVERSITY POLICY

General Leaves

Policy Type:	Institutional Wide
Policy Owner:	Human Resources
Policy Collaborators:	General Counsel Finance & Administration
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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 miliary 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.