

Other Leaves and Absences for Academic Appointees

ACA-49



About This Policy

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Responsible University Office:

University Faculty Council

Responsible University Administrator:

Board of Trustees, Indiana University

Policy Contact:

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Related Information

* [FIN-ACC-I-610 Allowable Travel Payments to Faculty Members on Leave](#)

Scope

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Scope

All academic appointees.

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Policy Statement

Military Tours of Duty

The policy on short-term leaves of absence for military duty conforms to the following regulation of the Indiana General Assembly concerning state employees in general: Those persons “who are members of the Indiana National Guard or of the reserve components or the retired personnel of the naval, air, or ground forces, shall be entitled to leave of absence from their respective duties, without loss of time or pay for such time as the members of the National Guard are in the military service on training duties of the state of Indiana under the order of the governor as commander-in-chief, or as members of any reserve component under the orders of the component authority thereof, for periods not to exceed fifteen days in any one calendar year.”

(Board of Trustees, October 20, 1961)

Jury Duty and Subpoenaed Witnesses

An academic appointee of the University called for jury duty will be allowed absence with pay for the period of service as a juror. An academic appointee who has been subpoenaed will be allowed absence with pay when serving as a witness.

(Board of Trustees, December 20, 1942)

Sick Leave

In case of illness of any full-time academic appointee he or she shall be paid six weeks' full salary during the illness and 50% for the balance of the semester in case the illness continues that long. Where prognosis for early recovery is favorable, the University may, upon recommendation of the chairperson or immediate supervisor followed by concurrence of the appropriate dean, provost or chancellor, extend the period of sick leave beyond the limits of one semester to a total maximum of six weeks at full pay and nine additional weeks at one-half pay. Beyond such periods or upon recognition that the illness will be more prolonged, the individual shall be placed on leave without pay. Time spent on medical leave counts toward service to the University.

(Board of Trustees, January 20, 1973)

Pregnancy and Childrearing Leaves

Medical disabilities of any employee resulting from pregnancy (including pre-delivery, delivery, and post-partum medical needs, and complications of pregnancy and/or childbirth, and termination of pregnancy whether by miscarriage or by abortion) are to be treated as are any other temporary medical disabilities for purposes of granting sick leave, regardless of marital status.

A pregnant academic appointee may take, but is not required to take, a leave, to be known as a pregnancy leave, extending from up to two weeks prior to expected delivery date through up to four weeks following delivery and such additional time as is medically required. Such pregnancy leave shall be considered to be necessitated by disabilities resulting from pregnancy.

Appointees on pregnancy leave shall be paid up to six weeks' full salary during the leave and 50% for the balance of the semester when medically required. Upon recommendation of the chairperson or immediate supervisor followed by concurrence of the appropriate dean or Provost or Chancellor, the period of pregnancy leave can be extended beyond the limits of a semester to a total maximum of six weeks at full pay and nine additional weeks at one-half pay when medically required. Beyond such periods or upon recognition that the disability will be more prolonged, the individual shall be placed on leave without pay.

A reasonable number of childrearing leaves shall be available under rules normally governing leaves without pay to both mothers and fathers, under conditions mutually agreed upon between an individual and his or her department head.

Pregnancy and childrearing shall be considered a permissible purpose for applying for a leave without pay and shall be available as prescribed by the policy on leave without pay, to all academic appointees.

(Board of Trustees, June 29, 1974)