

PURPOSE

These guidelines are designed to provide a fair and equitable process for the determination of leave of absence requests.

the leave becomes known to the employee. Situations with extenuating circumstances will be handled

An employee who is disabled by pregnancy, childbirth or related medical conditions may be eligible for PDL. This includes:

- X Periods of actual disability
- X Time off needed for prenatal care, severe morning sickness, doctor-ordered bed rest, childbirth, and recovery from childbirth, loss or end of pregnancy, or any other pregnancy related condition

An employee is eligible for PDL regardless of the length of time employed at San Jose State University. Further, an employee does not have to work full-time to be eligible. PDL may be taken on a part-time or intermittent basis.

#### A. Paid and Unpaid PDL

PDL is unpaid, except to the extent an employee has available sick leave, vacation time or personal holiday time. Employees on a designated PDL must exhaust any accrued but unused sick leave during the period of the leave and must not to 7-8.3 (u)-10s (of) 110.5 (e) 0.6 ( ) 0.5 (a)-6.4 2 (a) 2.6 (y)-3.4 ( ) 0.5 (a)-6c (of) 110c4 (s)-2

#### Paid Military Leave

If an employee is required to report for active military duty in any branch of the United States armed forces, the employee is entitled to receive up to 30 days of paid military leave for emergency, temporary and/or indefinite assignments in a fiscal year upon meeting eligibility criteria, if required.

The 30 day paid leave entitlement for temporary military leave is considered separate from the paid entitlement for an emergency or indefinite military leave.