

Contact: Thomas Evans

Family Emergency Leave Carryover

Action Requested:

1. Consider approval of the filing of Notice of Intended Action to amend Section 681 Iowa Administrative Code Chapter 3.148 - Emergency and Funeral Leave; and consider authorizing the Acting Executive Director to file the appropriate documents.
2. Consider authorizing Regent institutions to revise their benefit policies to grant non-organized faculty and P&S staff family emergency care leave carryover.

Executive Summary: The Board is asked to approve filing of Notice of Intended Action to amend Section 3.148, regarding emergency leave, in order to grant non-bargaining Regent merit employees with the opportunity to carry over up to 40 hours of unused family emergency care leave to the next year. The current language with the proposed revision is shown in **Attachment A**.

Pursuant to collective bargaining, Article IX, Section 10 (5) of the 2005-2007 AFSCME collective bargaining agreement was revised so that Regent merit employees can carry over up to 40 hours of unused family emergency care leave to the next year. The proposed amendment to Chapter 3.148 of the Regent's Administrative Rules, which was drafted with input from all five Regent institutions, will similarly permit non-bargaining Regent merit employees to carry over up to 40 hours of unused family emergency care leave to the next year and is consistent with the family emergency care leave carryover provision in the 2005-2007 AFSCME collective bargaining agreement. The benefit change for non-organized Merit staff will become effective upon final approval of the amendment.

The Board is also asked to authorize institutions to revise their policies to grant non-organized faculty and P&S staff the opportunity to carry over up to 40 hours of unused emergency leave. By authorizing the institutions to revise their policies, they will be able to permit non-organized faculty and P&S staff to receive the same family emergency carryover benefit as organized and non-organized Regent merit staff. The benefit change for faculty and P&S staff will become effective based on institution policy.

CURRENT RULE WITH INSERTION

CHAPTER 3.148
EMERGENCY AND FUNERAL LEAVE
[Prior to 4/20/88, Regents, Board of [720]]

681- 3.148(19A) Emergency and funeral leave. An employing department will, when satisfied by evidence presented, grant an employee time off with pay:

1. Not to exceed three days for each occurrence in the case of death in the employee's immediate family;
2. Not to exceed one day for each occurrence for service as a pallbearer at the funeral of a person not a member of the employee's immediate family; and
3. Not to exceed five days a year for the temporary emergency care of ill or injured members of the employee's immediate family for the time necessary to permit the employee to make other arrangements. Employees may carry over up to forty (40) hours of unused emergency care leave to the next year, for a maximum utilization of eighty (80) hours in the next year. All such time off will be charged to the employee's sick leave and will not be granted in excess of the employee's accrued leave. For the purpose of this rule, immediate family is defined as the employee's spouse, children, grandchildren, foster children, stepchildren, legal wards, parents, grandparents, foster parents, stepparents, brothers, foster brothers, stepbrothers, sons-in-law, brothers-in-law, sisters, foster sisters, stepsisters, daughters-in-law, sisters-in-law, aunts, uncles, nieces, nephews, first cousins, corresponding relatives of the employee's spouse, and other persons who are members of the employee's household.