

Contact: Marcia Brunson

ADOPTION OF AMENDMENT TO ADMINISTRATIVE RULE

Actions Requested: Consider adoption of an amendment to Iowa Administrative Code §681, Chapter 3 and authorizing the Executive Director to file the adopted rule in the appropriate format.

Executive Summary: At its September 2005 meeting, the Board approved filing an amendment to the Board's administrative rules relative to emergency leave for supervisory/confidential employees in the Regent Merit System.

The amendment will allow supervisory/confidential staff in the Regent Merit System to carry over up to 40 hours of unused family emergency care leave to the next year. This change was negotiated for AFSCME-covered staff in the Regent Merit System effective July 1, 2005. This amendment will allow all employees of the Regent Merit System to have the same benefit.

The Notice of Intended Action was published in the Iowa Administrative Bulletin on October 12, 2005. The notice established a period for public comment. The comment period ended on November 1. No comments were received. The form to certify adoption of the rule amendment will be filed with the Code Editor immediately following approval by the Board. The rule amendment will be effective January 11, 2006.

The full text of the amended rule is as follows:

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.