

Internal Governing Policies

#7.2 - Discretionary Medical Leaves of Absence

Approved: September 27, 2012

Monitor: President

In the event an employee must absent him/herself from work due to illness or injury and is not eligible for the [Family & Medical Leave Act](#) or not on [Workers' Compensation](#), the following will apply:

1. At the discretion of the University, an employee may be granted a medical leave of absence.
2. Employees requesting any medical leave for a period of more than ten (10) consecutive working days must complete the [Family & Medical/Other Medical Leave of Absence Request form](#).
3. Please see [IGP #6](#) and [IGP #37](#) for proper procedures.