

**LEAVES OF ABSENCE--IFO  
IMPACT ON TERMS/CONDITIONS OF EMPLOYMENT**

LeaveType/ Contractual Ref.	Length of Leave	Salary Increases/ Adjustments	Insurance Benefits	Tuition Waiver	Sick Leave Accrual	Credit toward Sabbatical Leave Eligibility	Seniority Credit	Probationary Credit Toward Tenure	Buyback Retirement TRA or IRAP		Retirement Restrictions (in all cases, must retain the right to full reinstatement)
									Employee	Employer	
<u>Administrative</u> (Art. 18, Sec. A, Subd. 3)	Duration of assignment	Yes	Yes; remains on payroll; State-paid coverage	Yes, as an admin.	Yes, as an admin.	Yes, for first two years only	Yes, for 2 years only	No	N/A	N/A	
<u>Educational-paid</u> (Art. 18, Sec. A, Subd. 2)	Normally, doesn't exceed 2 years, but may be extended	Yes	Yes, State- paid	Yes	Yes (pro-rata if less than full-time)	Yes	Yes (up to 2 years)	No	N/A	N/A	
<u>Educational- unpaid</u> (Art. 18, Sec. A, Subd. 2)	Normally, doesn't exceed 2 years, but may be extended	Yes	State-paid coverage is at president's discretion*	Yes	No	Yes, if educational leave directly relates to assignment	Yes (up to 2 years)	No	No	No	
<u>Extended Leave</u> (Art. 18, Sec. A, Subd. 4)	At least 3, but not more than 5 years	Returns to same step with only general increases (i.e., no step increases)	Yes, State- paid coverage only for tenured faculty, at president's discretion*	No	No	No	Up to 2 years for tenured faculty on leaves judged by the president to be of value to the institution; non- tenured faculty do	No	Yes, payment is due by 6/30 of each year during the leave	Employer match is discretionary, dependent on benefit to the university	

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									Employee	Employer	
							not accrue seniority credit				
<u>Family Medical Leave Act (FMLA)</u> (Statutory)	12 weeks paid and/or unpaid, combined	12 weeks paid and/or unpaid, combined	Yes, 12 weeks State- paid	Yes, during paid portion of leave only	Yes, during paid portion of leave only	Yes	Yes	Yes	Same as Medical leave	Same as Medical leave	
<u>General</u> (Art. 18, Sec. A, Subd. 1)	Initial period up to 2 years; discretionary beyond 2 years	Yes	For tenured faculty, State-paid coverage is at president's discretion*	Yes, to the extent that credits have been accrued.	No	Up to 2 years, only if leave is for professional improvement directly relating to assignment	Up to 2 years	No	No	No	
<u>Medical-unpaid</u> (Art. 18, Sec. A, Subd. 1)	Initial period up to 2 years; discretionary beyond 2 years	Yes	State-paid coverage continues for up to 12 weeks if applicable under FMLA	No	No	No	Up to 2 years	No	TRA: Yes, up to 1 year credit or contribution if paid by 6/30 of year after leave ends  IRAP: No	TRA: Yes, up to one year credit or contribution-- subject to employee payment of buyback  IRAP: No	Buy-back is based on average full- time monthly salary on date leave began
<u>Military</u> (Art. 17, Sec. C)	15 days per calendar year paid leave; beyond 15	Yes	State-paid coverage continues during paid	No	Yes, only during paid leave	No	Yes	No	Yes, buy-back must be paid within 5 years after end of	Yes	Must return to teaching within reasonable time

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									Employee	Employer	
	days is unpaid		leave only						fiscal year of discharge		
<u>Parental/Maternity</u> (Art. 18, Sec. B)	Up to 9 months; may be extended an additional 9 months	Yes	State-paid coverage continues for up to 12 weeks if applicable under FMLA	No	Yes, only during paid leave	No	Yes	No	TRA: Yes, up to 1 year credit or contribution if paid by 6/30 of year after leave ends IRAP: No	TRA: Yes, up to one year credit--subject to employee payment of buyback  IRAP: No	Buy-back is based on average full- time monthly salary on date leave began
<u>Re-Training/Paid Leave</u> (Art. 17, Sec. G)	Up to 1 year	Yes	Yes	Yes	Yes	Yes	Yes	No	N/A	N/A	
<u>Sabbatical</u> (Art. 19, Sec. C)	1 semester  Full year	Yes  Yes	Yes, State- paid Yes, State- paid	Yes  Yes	Full Accrual Full Accrual	Not applicable	Yes  Yes	N/A  N/A	N/A  Yes	N/A  Yes	Service credit or contributions at full salary is based on salary of prior fiscal year (may affect high- 5 for TRA); must return for one full year.

\* If purpose of leave is judged to be of benefit to the institution. State-paid insurance should only be granted if the activity undertaken as a part of the leave has a DIRECT benefit to the individual's assignment at the university AND it is expected that the individual will return to the university upon completion of the leave. In any situation where state-paid insurance is provided based on benefit to the university, such benefit should be documented in writing as should the expectation that the individual return to the university. Even in situations where there is a benefit to the university, state-paid insurance should not be provided to individuals who have taken employment and are eligible for coverage with their new employer.