

family leave



Leave is to provide employees with time off to care for self or family members; for periods of serious medical illness; or for the birth, adoption, or placement of a child with the employee. Family Leave provides certain rights for up to 12 weeks, which would otherwise not be available. However, it is not an additional leave. Rather, it is used along with leave with pay (sick leave and vacation leave) or leave without pay.



Who is eligible?

All ASU employees, including faculty, academic professionals, administrators, and classified staff who have been employed for the last 12 months and have worked 1,250 hours during that employment period.

How often can I take family leave?

In any one twelve month period you are eligible to apply for up to 12 working weeks of family leave. Each twelve month period is based on the anniversary of your hire date.

Do the 12 weeks need to be continuous?

No. If needed, you can take up to twelve continuous weeks; or, if you take less time, and are still in the same twelve month period, you may take additional family leave not to exceed a total of 12 work weeks.

What types of leave are covered under family leave?

Family leave may be requested for the following circumstances: the birth of the employee's child, placement of a child with the employee for adoption or foster care, the employee is needed to care for a family member (child, spouse or parent) with a serious health condition, or the employee's own serious health condition (work- or non-work-related) which makes the employee unable to perform the functions of his or her job.

How do I qualify for family leave?

You qualify when you request leave for any of the circumstances described above and use any accrued paid leave concurrent with family leave as follows:

Child Care

If you are requesting a leave of absence for the birth of a child, you must have accrued sick leave or leave without pay concurrent with family leave.

If you are requesting a leave of absence for the care of a child after the birth, adoption, or placement of that child in your household, you may use accrued vacation leave or leave without pay concurrent with family leave.

Medical Reasons

If you are requesting leave for the care of a child, parent (excluding in-laws) or spouse who has a serious medical condition, you must use accrued sick leave or leave without pay concurrent with family leave.

If you are requesting leave because you have a serious medical condition which renders you incapable of performing your job, you must use accrued sick leave, then vacation leave or leave without pay concurrent with family leave. Sick leave funded under the compassionate transfer of leave will also run concurrent with family leave.

Certification from a physician or qualified health care provider may be required for leaves due to your serious health condition or that of your spouse, child, or parent.

What happens to my insurance benefits?

If you go on paid leave (sick or vacation leave), premium deductions will continue to be taken from your paycheck.

When you drop into non-pay status (leave without pay), the Human Resources, Customer Service Center will bill you for those premiums or arrange payment when you return from leave.

The rates will remain the same as your payroll deduction amount. At the end of the twelve week period, if you are still on leave without pay, you will then be billed for the total cost of insurance: that is, your premium plus what the University pays. At that time you may elect to pay for all, some or none of your benefits.

Any benefits that you did not elect to pay for may be reinstated at your option when you return to work.

Be sure to notify the Human Resources, Customer Service Center when you return to work.

Note: Under certain circumstances, the University is entitled to recover its share of insurance premiums for maintaining health coverage during the period of family leave if you fail to return to work (or return but fail to remain 30 calendar days).

What about my retirement benefits?

If you remain in a pay status while you are on leave (sick leave or vacation leave), the required premium payments will be deducted and paid. If you are in a no-pay status (on a leave without pay) during any part of your family leave, you will need to contact the Human Resources, Customer Service Center when you return to work if you want to arrange for the purchase of Arizona State Retirement System service credit. Purchase of service credit is not mandatory.

What about my job and status of other benefits?

Under the Family Leave Act and ASU policy, you will be restored to the same or an equivalent position when you return from leave.

You cannot lose any benefits that you had before you began the leave other than family leave allowance that was used during the leave. This would include your group insurance, other leave accumulations, tuition waiver, retirement, and like benefits.

Don't hesitate to contact the Human Resources, Customer Service Center if you have any question about the status of your benefits.

What are my responsibilities in requesting leave?

Submit a request for family leave and other appropriate leaves to your Supervisor or Department Chair. Leave request forms are available from the Human Resources, Customer Service Center or at www.asu.edu/hr/.

When possible, the request should be submitted at least 30 days before the leave is to begin. Where the leave involves intermittent, planned medical treatment, you are required to reasonably adjust the dates of the leave so as not to unduly disrupt the operations of the University. The University may temporarily transfer you to an alternate position, for which you are qualified, that better accommodates recurring leave periods.

If the leave is the result of an emergency or unforeseen illness, notify your supervisor as soon as possible. Then submit the leave request.

You must notify your immediate supervisor and the Human Resources, Customer Service Center of your intent to return to work 30 days prior to the expiration date of the leave.



Please feel free to call or stop by our office if you have additional questions.

Human Resources Customer Service Center

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