

Roger Williams University and Roger Williams University School of Law

Extraordinary Leave of Absence Policy

Purpose:

Roger Williams University and Roger Williams University School of Law (collectively referred to as the "University") have adopted this Extraordinary Leave of Absence Policy to provide employees with guidance and parameters when requesting an extraordinary leave of absence.

Policy:

Except for those express, paid or unpaid leaves provided for elsewhere in the University's policy and procedures, any and all leaves of absence may only be afforded under extraordinary circumstances when, other appropriate policy authorized leaves are exhausted and in sole discretion of the University, as formally approved by the Senior Vice President or Vice President of the division and the Senior Vice President for Finance and Administration of the University. Terms of any such leave shall be entirely set out by the University.

A. Procedure

1. Any and all requests for leaves of absence under this provision must be made in writing, with specific statement of need for leave, as far in advance of the desired leave as possible. Application for leave must be submitted to the employee's direct supervisor, except in such cases where the specific statement of need recites a personal, medical or other extraordinarily confidential basis, in which case the full application shall be submitted to the Department of Human Resources with notice to the direct supervisor that a request has been made for the duration stated on the application. All requests for extraordinary leave submitted to direct supervisors are to be forwarded to Human Resources as soon as possible.
2. Approval, denial or modified approval of the requested leave shall be provided in writing promptly by the University.

B. Reinstatement

1. Should the University reasonably determine that an employee's return to work might jeopardize his/her health or safety or that of the University's students or other employees, the University may require a written medical, psychological or other licensed professional's certification, appropriate under the circumstances, attesting to the employee's fitness to return to work, as a prerequisite to such return. The University may, upon reasonable evidence of such jeopardy, require examination and certification for return to work by a physician or other

appropriate health services professional of its choosing.

2. Reinstatement can only be granted by the University. The terms of reinstatement will be communicated to the employee at or before the start of the extraordinary leave.
3. Accepting a position with another employer, while on extraordinary leave, except as may be expressly understood and committed to writing, as part of the reason for the leave and approved by the University in advance, will result in both forfeiture of the leave and all benefits derived therefrom or maintained during said leave as well as immediate termination of University employment.

September 23, 2009