



## **Leave Time Accrual**

**Last Updated:** October 10, 2019

**Last Reviewed:** September 4, 2020

**Department/Division:** Human Resources

### **Purpose**

To provide employees clarity regarding leave accruals during an approved leave of absence.

### **Policy**

Employees on an extended unpaid leave of absence are not entitled to continue accruing paid leave benefits. This includes employees who are receiving income replacement benefits from a source other than Mid payroll such as long-term disability or workers' compensation insurance.

Employees on unpaid military leave of absence and unpaid extended leave under the Family Medical Leave Act (FMLA) are also not eligible for accruals of paid leave.

### **Procedure**

- Employee must submit a request for leave to their immediate supervisor.
- Supervisors will notify Human Resources of the request to ensure all proper documentation is provided to the employee regarding their request.
- Human Resources will provide the employee appropriate documentation regarding their request.