

Leaves of Absence

Applies to the following assignment categories: Full-time Regular (01), Part-time Regular (03),
Three Twelve-hour-shift (12), and others under certain conditions.

Type of Leave	Maximum Time Allowed	One Year Continuous Service Required	Requires Prior Approval of Supervisor/Manager/ Hospital Rep	Requires Written Notice 30 Calendar Days Prior to Begin Date	Requires Written Statement from Third Party	Health, Life, and Accidental Death and Dismemberment Insurance Benefits
<i>Family and Medical Leave¹</i>						
<i>Family-related Leave or Intermittent leave for employee health condition</i>	12 work weeks	Yes	No; unless taken intermittently or reduced work schedule	Yes, when possible	Yes	Paid jointly by employee and UAB up to 90 calendar days per year with 12 months of prior service ²
<i>Family-related Leave for Military Caregiver</i>	26 work weeks in a single 12-month period	Yes	No; unless taken intermittently or reduced work schedule	Yes, when possible	Yes	Paid jointly by employee and UAB up to 90 calendar days per year with 12 months of prior service ²
<i>Family-related Leave for Military Exigency</i>	12 work weeks	Yes	No; unless taken intermittently	Yes, when possible	Yes	Paid jointly by employee and UAB up to 90 calendar days per year with 12 months of prior service ²
<i>Educational Leave¹</i>						
(Leading to increased job ability)	12 months	Yes	Yes	Yes	No	Paid by Employee ²
<i>Personal Leave¹</i>						
(Including leave for employee illness/injury and pregnancy when FMLA eligibility is not met or for family and medical reasons beyond FMLA limits)	12 work weeks	Yes ³	Yes	Yes	No	Paid by Employee ²
<i>Military Service- Unpaid Portion</i>						
(Beyond 21 working days per calendar year or beyond additional days if covered by Alabama Code Section 31-12-1, et seq.) ²	As Required, but only 21 days per year are paid by UAB unless UAB pays a portion of additional days covered by Alabama Code Section 31-12-1, et seq.) ²	No	No	No, if it is for emergency military leave. As much prior notice as possible should be given.	Yes; orders calling you to active duty	Paid by Employee except that health insurance benefit continues unchanged if employee elects to maintain coverage pursuant to Alabama Code Section 31-12-1, et seq.) ²