

# Family Emergency Leave Policy

(See also Family Medical Leave Act (FMLA) Policy)

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## SECTION I. PURPOSE

The University of St. Thomas recognizes that there may be times when it is necessary for an employee to be absent from work in order to address a critical family matter that may not be covered by other University leave policies.

## SECTION II. SCOPE AND APPLICABILITY

This policy applies to all eligible full-time and part-time regular faculty and staff employees. Union members must refer to their union contract. Paid parental leave benefits are not available to temporary, on-call or student workers, but unpaid leave may be available depending on the circumstances.

## SECTION III. GUIDELINES

An employee can request up to 80 hours of paid leave prorated based on full-time equivalency (e.g., two weeks for a full-time employee) for a serious family emergency requiring the employee's immediate assistance. For purpose of this benefit, "family" is defined as employee's spouse, child, parents, or persons defined as "dependents" by the IRS for tax purposes. Paid leave for a serious family emergency shall be granted after the employee has used all of their available vacation or PLT time.

### A. Procedure for Requesting Leave

All requests for family emergency leave must be submitted by completing the Family Emergency Leave Request. You will be required to provide the following information:

1. Reason for family emergency leave.
2. Requested leave time (dates or approximate dates if unknown).
3. Supervisor signature.

The completed request should be sent to the Benefits Office in the Office of Human Resources or e-mailed to [benefits@stthomas.edu](mailto:benefits@stthomas.edu).

### B. Limitations

No more than one Family Emergency Leave will be granted per rolling year, e.g. if you request a family emergency leave effective March 1, 2019, you are ineligible to do so again until March 1, 2020. In addition, a family emergency leave is permitted for a specific situation occurring at a specific point in time. Employees may not take this type of leave on an incremental basis. Under this policy, the types of emergencies covered generally require an employee to use the family emergency leave in one block of time and not spread it out over several weeks or months.

If the family emergency necessitating the leave qualifies for Family Medical Leave Act (FMLA) leave, the paid family emergency leave will run concurrently with the employee's FMLA leave. FMLA leave is not paid, but paid leave options, like family emergency leave, may run concurrently with FMLA leave, allowing an employee to be paid for some or all of the FMLA leave.

For questions, contact the [Benefits Office](#) at [benefits@stthomas.edu](mailto:benefits@stthomas.edu) or 651-962-6520.