


LEAVES

A9.360 LEAVES OF ABSENCE FOR PREGNANCY RELATED DISABILITIES

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1. Purpose. To promulgate procedures for treating disabilities caused or contributed by pregnancy and recovery therefrom as a temporary disability under the provisions of Section 79-8 HRS, Sick Leaves; Exceptions.
 2. Objective. To clarify the University's policies and procedures concerning pregnancy related disabilities.
 3. Applicability/Responsibility. This instruction applies to University employees who may require leaves of absence for temporary disabilities caused or contributed by pregnancy as outlined in procedures below.
 4. Procedures.
 - a. The determination of temporary disability as used in this instruction is to be made by a physician. The determination shall be in writing and specify the beginning and ending dates of the disability period during which the employee is incapacitated from job performance.
 - b. Employees who are on the sick leave accumulating system shall complete UH Form 1 (PERS), Application for leave of absence, and submit it through their supervisor along with the doctor's certificate. If an employee does not have sufficient accumulated sick leave to cover the period of temporary disability, use of accumulated vacation or leave without pay may be requested and will be approved to cover the remainder of the disability period.
 - c. Instructional personnel who are not on an accumulating sick leave system are guaranteed a minimum of three weeks temporary disability pay in accordance with Appendix T of the Faculty Handbook for M ānoa and Hilo campuses.
 - d. Employees must be in a pay status at the time the

disability occurs to receive paid sick leave or temporary disability pay.

- e. Employee have the right to return to their position upon completion of the temporary disability period except as otherwise provided in the collective bargaining contract or applicable personnel regulations.
- f. Employees may apply for vacation or leave without pay for personal reasons if an absence beyond the disability period is desired. Such requests will be considered as any other vacation or leave without pay request.