



UNIVERSITY OF MINNESOTA
BOARD OF REGENTS POLICY

Page 1 of 2

Human Resources

**EMPLOYEE WORK-LIFE AND
PERSONAL LEAVES**

Adopted: February 9, 2007

EMPLOYEE WORK-LIFE AND PERSONAL LEAVES

SECTION I. SCOPE.

This policy governs the work-life and personal leave opportunities of faculty, academic professional and administrative, civil service, union-represented staff, and graduate assistant employee groups of the University of Minnesota (University).

SECTION II. DEFINITIONS.

Subd. 1. Flexible Work Arrangements. *Flexible work arrangements* shall mean alternatives to the standard schedule for individual positions, including time-flexible scheduling, compressed work weeks, telecommuting, voluntary reduction in percent time, and job sharing.

Subd. 2. Well-Being. *Well-being* shall mean the physical, mental, psychological, and emotional health of the employee.

SECTION III. GUIDING PRINCIPLES.

The following principles shall guide the University's workplace:

- (a) The University fosters a productive, healthy, and safe workplace that helps employees effectively integrate and manage their work and personal life responsibilities.
- (b) The University provides leave opportunities that contribute to employee wellbeing, support family care concerns, align with legal requirements, and are appropriately benchmarked and consistent with peer institutions.
- (c) The University strives to provide for a responsibly managed workplace through careful selection, preparation, and accountability of supervisors, managers, and leaders.
- (d) The University seeks to effectively address the personal needs of employees and the needs of their respective units when considering discretionary leave requests.

SECTION IV. WORKPLACE PROVISIONS.

Subd. 1. Policies and Programs. The University shall have policies and programs that engender employee well-being, permit flexibility, provide employees options to help in managing work and personal life responsibilities, and are appropriate to the work to be done.

Subd. 2. Flexible Work Arrangements. If appropriate, the University shall support flexible work arrangements as an effective management tool in building job satisfaction, improving productivity, and retaining employees.

Subd. 3. Healthy Behaviors. The University recognizes the importance of supporting employee well-being through University-sponsored wellness programs and initiatives that encourage healthy behaviors in employees.



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Page 2 of 2

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SECTION V. LEAVE OPPORTUNITIES.

The University makes available several types of paid and unpaid leaves. To the extent provided for by administrative policies, rules, and collective bargaining agreements, the following leaves may be offered and granted:

- (a) bereavement;
- (b) civic duty;
- (c) disability;
- (d) family medical;
- (e) medical;
- (f) military;
- (g) parental;
- (h) personal; and
- (i) vacation.

SECTION VI. EMPLOYER RESPONSIBILITY.

Subd. 1. Leadership Accountability. University leaders, managers, and supervisors shall be held accountable and recognized for excellence in efforts that foster workplace cultures that address the business needs of the University and unit and that promote employee well-being.

Subd. 2. Administration. Leaves of absence, flexible work arrangements, and programs that promote healthy behaviors shall be administered consistent with applicable administrative policies, rules, and collective bargaining agreements.

SECTION VII. EMPLOYEE RESPONSIBILITY.

The University expects employees to exercise responsibility for contributing to a welcoming, inclusive, and positive workplace by respecting students and other employees; valuing multiple perspectives; and supporting each other in effectively managing work and life responsibilities. Employees shall be held accountable for workplace behaviors consistent with all applicable Board and administrative policies, rules, and collective bargaining agreements.

Supersedes: Family and Personal Leaves Without Pay dated June 10, 1983; Military Leave dated February 14, 1969; Parental Leave for Academic Employees dated June 10, 1983; Sick and Disability Leaves dated June 10, 1983; Sick Leaves date May 1, 1929; and Vacations dated May 14, 1954.