



HUMAN RESOURCES POLICIES MANUAL

October 31, 2025



TIME OFF & LEAVES OF ABSENCE

TIME OFF & LEAVES OF ABSENCE		
Time Off Overview	Policy #	5.1
	Revised	10/31/2025

5.1.1 Overview

The Available Types of Time-Off and Eligibility Chart provides a brief overview of each type of Time Off the University provides to employees based on employment classification. It is organized by:

- Time off with pay
- Leaves of Absence (which are typically unpaid, but employees can receive pay by using available paid time off benefits, such as vacation and Paid Sick Leave)
- Time off without pay

For additional information, please refer to other policies found in this section of the HR Policies Manual. This Policy may not apply to University employees who have an employment contract and may be provided time-off which differs from these descriptions. The University reserves the right to modify or change its Time Off policies at its sole discretion. The University will comply with any additional requirements under state law. For information about requirements in your state, contact Human Resources.

Available Types of Time Off and Eligibility		
Time Off with Pay	Description	Eligible Employee Classification
Vacation	Time taken away from work for personal use and enjoyment.	• Full-time staff
Paid Paid Sick Leave (PSL) All Locations	Time taken away from work to cover periods of absence due to an employee's or qualified family member's illness, or other reasons protected by applicable sick pay laws, when used in accordance with "PSL Permissible Use Requirements."	• Full-time staff & faculty • Part-time staff & Part-Time faculty if applicable. Please see section 5.3.1 Sick Time for additional information.
Holidays	Up to a maximum of 11 days per calendar year, which includes one designated holiday.	• Full-time staff & faculty • Part-time staff – if regularly scheduled workday • University needs may require certain positions to work during Holidays. Please see section 5.4 Holidays. Contact your HR Business Partner for additional information.
Winter Recess	National University closes for Winter Recess for the business days between the Christmas holiday and New Year's Day holiday. Employees are not required to submit vacation or paid sick leave during Winter Recess.	• Full-time staff & faculty • Part-time staff – if regularly scheduled workday • University needs may require certain positions to work during Winter Recess. Contact your HR Business Partner for additional information.

Jury/Witness Duty	Up to a maximum of five, 8-hour days of pay each calendar year while absent for jury duty or to serve as a witness.	• Full-time staff & faculty • Part-time staff
Bereavement	Up to a maximum of five, 8-hour days may be taken to cover absences related to the death of an immediate family member.	• Full-time staff & faculty • Part-time staff & faculty
Community Service	Up to a maximum of two workdays, not to exceed 16 hours max may be taken to cover absences related to Community Service each calendar year (January 1 –December 31).	• Full-time staff & faculty
Academic Leave	Up to a maximum of 10-weeks per Full-time Faculty agreement.	• Full-time Faculty

Available Types of Time Off and Eligibility		
Unless prohibited by law, all leaves of absence for which an employee is eligible at the time leave is taken will run concurrently. Employees have the option to use or coordinate accrued, unused PSL and other paid leave benefits for which an employee is eligible, up to the statutory or policy limit. Additional information about eligibility for specific types of leaves and requirements can be found by reviewing the NU benefits website. Please contact the Benefits team for additional information at confidentialbenefits@nu.edu.		
Leaves of Absence (Portions May be Paid or Unpaid)		Eligibility
• Family and Medical Leave (FMLA) • *Please contact the Benefits team for additional information regarding state specific leave options	• Emergency Responder/Volunteer • Military Service Leave • Voting Leave • Reproductive Loss	• Leave of Absence (LOA) eligibility is based on a variety of qualifying factors and requirements. • Please contact the Benefits team for additional information

5.1.2 Eligibility

Employees may need to satisfy eligibility requirements to take time off, as mandated by University policies or applicable laws. Please refer to the specific Time Off and Leaves of Absence policies found in this section of the HR Policies Manual to determine eligibility and other requirements.

5.1.3 Requesting Time Off

Time off should be requested as far in advance as possible. Unless otherwise required by law, time-off requests must be approved by the University before an employee takes time off. Promptly notify your direct supervisor if you need to take time off from work for any reason.

Use the University's timekeeping system to record time off within the same pay period(s) in which it occurs.

5.1.4 Pay

Time Off with Pay (such as PSL, vacation, or holiday pay) is not used to calculate overtime. Unless otherwise required by law, time off is paid using the employee's base pay rate in effect at the time it is taken.

Unless prohibited by law or specifically stated by policy, any unused PSL provided under University policies does not accrue, vest or pay out upon separation of employment.

TIME OFF & LEAVES OF ABSENCE		
Vacation	Policy #	5.2
	Revised	10/31/2025

5.2.1 Overview

Full-Time staff begin to accrue vacation upon hire and are eligible to take vacation after completing 30 days of continuous employment. Thereafter, the amount of vacation that may be taken per calendar year is limited to the amount of accrued, unused vacation time the employee has as of the date vacation is taken. The amount of vacation accrued per pay period is based on years of service, in accordance with the Vacation Accrual Rates chart:

Vacation Accrual Rates				
Full-Time staff accrue vacation time in accordance with the Per Semi-Monthly or Bi-weekly Pay Period Accrual Rate shown in this chart, up to the Annual Maximum and Cap.				
Months of Service*	Semi-Monthly Accrual Rate	Bi-Weekly Accrual Rate	Annual Maximum Accrual	Cap (180% of Annual Accrual)
1– 36	3.34 hours	3.08 hours	10 days (80 hours)	18 days (144 hours)
37 – 120	5.00 hours	4.62 hours	15 days (120 hours)	27 days (216 hours)
121 – 180	6.67 hours	6.16 hours	20 days (160 hours)	36 days (288 hours)
181+	8.34 hours	7.70 hours	25 days (200 hours)	45 days (360 hours)

**Months of Service refers to continuous months of employment calculated from hire date. The next higher level of accrual rate begins upon an employee's anniversary date. If an employee is rehired within six months of their employment separation date, the vacation accrual rate in effect at the time of separation will be reinstated.*

5.2.2 Using Vacation

- Vacation requests must be submitted and approved via the University's timekeeping system with as much advance notice as possible, before the date an employee's requested vacation time will begin. The University reserves the right to deny vacation requests or change previously approved vacation requests based on business need.
- Unless prohibited by law, non-exempt employees must take vacation in increments of at least 15 minutes, and exempt employees must take eight hours vacation time.
- An employee who requests a full day off will be paid up to a maximum of eight hours per day/40 hours per week at their regular rate of base pay, unless the employee is assigned to an alternate work schedule.
- A holiday that falls during a vacation period will be treated as a holiday.
- Employees are responsible for managing and monitoring vacation balances to ensure they have enough accrued, unused vacation time to cover the amount of time off they wish to take.
- Employees may not use vacation time to cover any suspension from work for disciplinary reasons.

5.2.3 **Vacation Carry Over, Cap, and Payouts**

Accrued, unused vacation continues to accrue until an employee reaches the applicable Cap (see table above for amounts). Once an employee's Cap has been reached, all further accruals will cease, and will resume only after accrued vacation time drops below the Cap.

5.2.4 **Vacation Advances**

The University does not permit employees to take vacation before it is accrued.

5.2.5 **Reclassification**

- If an ineligible employee is reclassified to a vacation-eligible position, vacation accruals will begin on the date of reclassification.
- If a vacation-eligible employee is reclassified to an ineligible position, vacation will cease to accrue, and any accrued, unused vacation balance through the date of reclassification will be paid to the employee at the rate of pay in effect before the reclassification date.

5.2.6 **Separation of Employment**

All accrued, unused vacation is paid out upon separation of employment. An employee's final paycheck will include payment for all accrued, but unused vacation time at their regular base pay rate in effect at the time of separation.

5.2.7 **Vacation Donation**

National University (NU) recognizes that employees may be affected by a major natural disaster, resulting in a need for additional time off in excess of their available vacation time. To address this need, all eligible employees (FT staff or those who accrue vacation time) will be allowed to donate accrued and unused vacation hours from their vacation balance to their fellow employees in need of additional vacation time due to a major natural disaster. For more information, please review our [Vacation Donation Program](#). Employees who are in need can complete the Request to Receive Vacation Donation in Workday.

TIME OFF & LEAVES OF ABSENCE		
Paid Sick Leave (PSL)	Policy #	5.3
	Revised	10/31/2025

5.3.1 Overview

Eligible Full-Time employees accrue paid sick leave (PSL) on the date of hire. Part-time employees PSL is front-loaded on the date of hire and annually thereafter on January 1st. PSL is provided to protect employees' regular income if work time is missed in accordance with "PSL Permissible Use Requirements" described in this policy. Use of PSL by part-time employees is limited to active assignments and scheduled work hours. Employees are responsible for managing and monitoring their PSL balances to ensure they have enough accrued, unused PSL time to cover absences from work described under "PSL Permissible Use Requirements." The University does not permit employees to use PSL before it is accrued.

Unless otherwise required by law, PSL is calculated using the employee's regular rate of pay in effect at the time sick leave is taken. Unless prohibited by law, non-exempt employees must use PSL in increments of fifteen (15) minutes. PSL will continue to accrue until an employee reaches the applicable Cap.

PSL Accrual Rates				
Employee Classification	Semi-Monthly Accrual Rate	Bi-Weekly Accrual Rate	Annual Maximum Accrual	Cap
Full-Time Staff Full-Time Faculty	4 hours	3.69 hours	96 hours	Up to 160 Hours/ 20 eight-hour days
Part-Time Staff	Rate of PSL accrual determined by applicable laws and local ordinances. Please refer to the Benefits website for more information.			
Part-Time Faculty				
Student Worker and Temporary Employee				
Federal Work-Study				

5.3.2 **Permissible Use Requirements**

Permissible Use Requirements describe a variety of reasons for which an employee may take time off and use accrued unused PSL to cover the absence. Employees are permitted to use Paid Sick Leave (PSL) for their own care or that of a qualifying family member for the:

- Diagnosis, care, or treatment of an existing health condition (mental, physical illness, injury, or condition) for an employee or covered family member
- Scheduled medical or dental appointments; eye examinations or other treatments; preventive care, such as annual physical or other preventive care, for an employee or an employee's qualified family member
- For specified purposes for victims of domestic violence, sexual assault, stalking, or related crimes
- Where required by applicable law, if an authorized public official closes or declares a state of emergency that affects the employee's place of business, childcare provider, or school.
- Any other purpose allowed under applicable paid sick time laws.

5.3.3 **Qualifying Family Members**

Under PSL, qualifying family members include an employee's:

- Spouse or registered domestic partner (same or different sex)
- Child: A biological, adopted, or foster child, stepchild, legal ward, or a child to whom the employee stands in loco parentis (in place of the parent); the definition of child applies regardless of the child's age or dependency status
- Parent: A biological, adoptive, or foster parent, stepparent, legal guardian/ward of an employee, the parent of an employee's spouse or registered domestic partner, or a person who stood in loco parentis when the employee was a minor child
- Sibling (including a half, adopted or step sibling)
- Grandparent
- Grandchild
- Designated Person: Individuals related to the employee biologically or whose close association is the equivalent of a family relationship may qualify in accordance with applicable laws; please contact HR for additional guidance on verifying Qualifying Family Member status

5.3.4 **Reclassification**

Any change to an employee's PSL accrual rate resulting from reclassification will coincide with the effective date of the change.

5.3.5 **Separation of Employment/Rehire**

Accrued, unused PSL is not paid out upon separation of employment. If an employee is rehired within one year from the date of separation, the prior PSL balance available on the date of separation will be reinstated and available for immediate use.

Employees will not be subjected to retaliation or discrimination for using or requesting PSL, filing a complaint, or engaging in other related activity under applicable paid sick leave laws.

Please see the [Rehire and Reinstatement Guidelines](#) for additional information.

TIME OFF & LEAVES OF ABSENCE		
Holidays	Policy #	5.4
	Revised	03/01/2023

5.4.1 **Overview**

The University provides full and part-time staff and full-time faculty with a total of ten paid holidays per year, which includes one holiday designated by the University. The specific holidays and the dates that will be observed are published annually and may vary from year to year at the University's sole discretion.

Federal Work Study, Student Workers, and Temporary employees are not eligible for holiday pay.

Holidays that fall on a Saturday or Sunday are usually observed the preceding Friday or the following Monday. Holidays must be taken on the dates they occur each year, are not subject to carryover, and are not paid out when employment separates.

Employees will be paid holiday pay based on their assigned work shift.

Holiday pay does not count toward overtime computation.

5.4.2 **Religious Accommodation**

The University will accommodate reasonable requests from employees who require time off to observe religious holidays not included on the University's published list of paid holidays. An employee's request should be made with as much advanced notice as possible. Employees may take vacation or unpaid time off (UTO) for this purpose. Please discuss requests of this nature with your direct supervisor or HR Business Partner.

TIME OFF & LEAVES OF ABSENCE		
Jury/Witness Duty	Policy #	5.5
	Revised	03/01/2023

5.5.1 **Overview**

The University provides employees with time off to serve on a jury or as a witness. Unless otherwise required by law, full and part-time staff and full-time faculty will be paid for their routinely scheduled hours and hourly wages (excluding overtime), for a maximum of five (5) days of service.

Employees who are not eligible to receive pay for Jury/Witness Duty, or whose jury or witness duty exceeds five workdays, are permitted to use vacation or take unpaid time off (UTO) for this purpose.

5.5.2 **Requesting Time Off**

Employees must present a copy of the jury summons to Human Resources as soon as practical after the summons is received. Employees on jury duty are expected to return to work each day they are relieved from duty early enough to make the return to work practical. Employees are required to submit proof of jury service documentation to Human Resources upon returning to work. Upon providing reasonable notice to their leader of a summons, no employee summoned to serve on a state or federal jury will be subject to discharge or retaliation for serving on a jury.

The University will comply with any additional requirements under state law. For more information about requirements in your state, see the state-specific addendum for your state (if applicable) or contact Human Resources.

TIME OFF & LEAVES OF ABSENCE		
Bereavement	Policy #	5.6
	Revised	10/01/2024

5.6.1 Overview

Full and part-time staff, full-time faculty, and part-time faculty with an active assignment, are eligible to receive up to five (5) days off with pay, based on average weekly hours, for the death of an immediate family member after 30 days of employment. Time does not have to be consecutive but should be taken within three (3) months of death. Employees will be paid based on their regularly scheduled hours.

For the purposes of this benefit, “immediate family members” include:

- Spouse or registered domestic partner (same or different sex)
- Child: A biological, adopted, or foster child, stepchild, legal ward, or a child to whom the employee stands in loco parentis (in place of the parent); the definition of child applies regardless of the child's age or dependency status
- Parent or legal guardian (or Parent-in-Law): A biological, adoptive or foster parent, stepparent, legal guardian/ward of an employee, parent of an employee’s spouse or registered domestic partner, or a person who stood in locoparentis when the employee was a minor child
- Sibling (including a half, adopted or step sibling)
- Aunt
- Uncle
- Niece
- Nephew
- Grandparent
- Grandchild
- Individuals related biologically or by affinity whose close association with the employee is the equivalent of a family relationship; please contact HR for additional guidance to verify Qualifying Family Member status

5.6.2 Requesting Time Off

The University reserves the right to require documentation to support a request for bereavement time off. Employees should notify their supervisor prior to taking bereavement time off.

The University may permit an employee to use accrued, unused vacation time to cover an extended absence from work related to bereavement. Unpaid time off (UTO) may be requested if accrued, unused vacation time has been exhausted.

TIME OFF & LEAVES OF ABSENCE		
Community and Civil Service Leave	Policy #	5.7
	Revised	10/31/2025

5.7.1 **Community Service**

All full-time employees who have been employed for at least 90 days from the date of hire are eligible to receive up to a total of two days, or not to exceed 16 hours maximum with pay each calendar year (based on assigned work shift) to provide volunteer service to approved Section 501(c)(3) corporations (community service/charitable organizations). For more information, please see Community Service Guidelines.

5.7.2 **Civil Air Patrol Leave**

Employees may qualify for Civil Air Patrol leave. Please review the LOA chart or contact the Benefits team for information regarding eligible leave options by state.

5.7.3 **Emergency Services or Emergency Rescue Training**

Employees who also are volunteer firefighters, reserve police officers, or emergency rescue personnel may qualify for Emergency Service or Emergency Rescue Training leave. Please review the LOA chart or contact the Benefits team for information regarding eligible leave options by state.

5.7.4 **Requesting Time Off**

The University reserves the right to require documentation to support a request for time off.

TIME OFF & LEAVES OF ABSENCE		
Leaves of Absence (LOAs)	Policy #	5.8
	Revised	10/01/2024

5.8.1 Overview

A variety of Leaves of Absence (LOAs) are available to eligible employees. This policy, along with the Family and Medical Leave Policy and [LOA Chart](#), provides a general explanation of the University's LOA policies, which include:

- Descriptions and durations of LOAs available
- Eligibility criteria
- General requirements for requesting and taking LOA

All National University employees, regardless of their state of residency, are eligible for the same types of leaves available to California-based employees. Tax implications, benefits paid out, and paid state insurance benefits will be processed according to the laws of the state in which the employee resides. If any state or local law provides more generous benefits than those provided under this policy, the employee will receive the benefits required by applicable law(s). Please contact the Benefits team for questions regarding available leave options. Please note that employees are protected from retaliation for exercising their rights to leaves of absence available under state and local laws.

5.8.2 Family and Medical Leave

The University provides employees with family and medical leave in accordance with the provisions of the Federal Family and Medical Leave Act ("FMLA"). The University complies with all requirements of applicable state and local laws in areas where it operates or does business. If a state or local law provides more generous benefits than those provided under this policy, the employee will receive the benefits required by the applicable law(s).

This policy provides an overview of the leave provided under FMLA but is not intended to diminish or increase any obligations or rights set forth under these laws. Unless otherwise defined in this policy, the terms used in this policy have the meanings they are given under FMLA.

5.8.3 Employee Eligibility

Eligible employees are those who have:

- Completed 12 months of service with the University (the service need not be consecutive)
- Worked at least 1,250 hours during the 12-month period immediately preceding the requested leave
- Worked at a location where there are 50 employees of the University within a 75-mile radius

5.8.4 Qualifying Reasons for Leave

Eligible employees may take FMLA for any one of the following reasons:

- For the birth of the employee's child or placement of the child with the employee for adoption or foster care
- To care for the employee's spouse, child or parent with a serious health condition

- For the employee's own serious health condition, which prevents him or her from performing the functions of their position
- Because of a qualifying exigency (as defined under FMLA) arising out of the fact that the employee's spouse, son, daughter, or parent who is either a member of the National Guard or Reserves or a retired member of the Regular Armed Forces or retired Reserves, is on covered active duty or called to covered active duty status ("Military Exigency Leave")
- To care for an immediate family member or next-of-kin who is a covered service member recovering from a serious injury or illness sustained in the line of active military duty ("Military Caregiver Leave").

The term "covered service member" is defined by federal law and means a member of the Armed Forces, including a member of the National Guard or Reserves, who is undergoing medical treatment, recuperation, or therapy, is otherwise in outpatient status, or is otherwise on the temporary disability retired list, for a serious injury or illness, or a veteran who seeks medical treatment for a serious service-related injury or illness within five years of serving in the military. The term "next-of-kin" is defined as the nearest blood relative. "Qualifying exigencies" for Military Exigency Leave include: short-notice deployment; military events and related activities; childcare and school activities; financial and legal arrangements; counseling; rest and recuperation leaves; post-deployment activities; providing or arranging for certain parental care; and other reasons as agreed upon between the University and the employee. Certain restrictions on leave may apply, depending upon the nature of the qualifying exigency. The term "covered active duty or call to covered active-duty status," as defined by the FMLA means, in the case of a member of the Regular Armed Forces, duty during deployment with the Armed Forces to a foreign country and, in the case of a member of the Reserves, duty during deployment to a foreign country in support of a contingency operation.

5.8.5 Amount of Leave

A maximum of 12 workweeks of unpaid leave may be taken within a 12-month period for any of the first four qualifying reasons listed. The 12-month period is measured backward from the first date the employee takes FMLA.

Employees who take FMLA for Military Caregiver Leave may take up to 26 workweeks of unpaid leave in a single 12-month period. The "single 12-month period" begins on the first day the eligible employee takes FMLA to care for a covered service member, and it ends 12 months after that date. This leave entitlement is applied on a per-covered service member, per-injury basis. Employees who use Military Caregiver Leave in addition to other types of family and medical leave in the same leave year or single 12-month period are entitled to a combined maximum of 26 weeks of protected leave. Contact Benefits for additional information.

If leave is taken for a serious health condition, the leave may be taken either in a block, or if medically necessary, on an intermittent or reduced schedule basis. Employees and supervisors are expected to work together to schedule leaves so as not to unduly disrupt University operations. In most situations, an employee will continue in their regular job. In certain circumstances however, and at the University's discretion, employees may be temporarily assigned to an alternative position to better accommodate reoccurring periods of leave. If assigned to a temporary position, an employee will receive equivalent pay and benefits of their regular job.

All time off which qualifies as FMLA under federal and/or state law(s) will be counted against the employee's family and medical leave entitlement to the fullest extent permitted by law.

5.8.6 Certification

If the leave request is made because of an employee's serious health condition, the serious health condition of the employee's family member, or because of a covered service member's serious illness or injury, the University will require the employee to obtain a medical certification form signed by a licensed health care provider. The certification must include sufficient information to allow the University to determine if the leave is requested for a qualifying reason, and the anticipated dates (or duration and frequency) of the requested leave.

If the need for leave extends beyond the time covered by the certification, and additional leave is requested, the employee is required to provide the University with an updated certification from their health care provider. Certification for the extension must be submitted prior to the expiration of the current certification. Failure to submit the updated certification in a timely fashion may result in the denial of an extension of the leave, and if the employee fails to return to work, the employee may be considered to have abandoned their employment with the University.

For an employee's serious health condition, the University may require, at its own expense, a second opinion from a health care provider selected by the University. If the second opinion differs from the first opinion, the University may require, at its expense, the employee to obtain the opinion of a third health care provider designated or approved jointly by the employer and employee. The opinion of the third health care provider shall be considered final and binding on the University and the employee.

For leave requests due to a qualifying military exigency, the University will require the employee to provide a copy of the covered military member's active-duty orders or other documentation issued by the military which indicates that the covered military member is on active duty or call to active-duty status in support of a contingency operation, and the dates of the covered military member's active-duty service. The University also will require that such leave, because of a qualifying exigency, be supported by a certification from the employee that sets forth all the following information:

- A statement or description of appropriate facts regarding the qualifying exigency for which the leave is requested
- The approximate date on which time off from work due to the qualifying exigency commenced or will commence
- The beginning and end dates for the employee's absence, or, where leave is requested on an intermittent or reduced schedule basis, an estimate of the frequency and duration of the qualifying exigency
- If the qualifying exigency involves meeting with a third party, appropriate contact information for the individual or entity with whom the employee is meeting and a brief description of the purpose of the meeting

All medical certifications and military exigency certifications must be provided within 15 days of being requested by the University. If a certification is not provided within 15 days of the first request, the leave may be delayed or denied.

5.8.7 **Requesting LOA**

Employees must provide at least 30 days advance notice for a foreseeable event (e.g., the expected birth of a child or a planned medical treatment). The University does understand that unforeseen circumstances may result in the need for an employee to take leave with less notice. Failure to comply with these notice rules may result in a delay or denial of the requested leave.

Contact the Benefits Department at confidentialbenefits@nu.edu of absences lasting greater than five (5) continuous workdays, so that a determination can be made regarding eligibility for leave, and to identify any required supporting documentation.

Approval to take LOA is made in accordance with applicable laws and the University's policies.

5.8.8 **LOA Extensions**

- Unless prohibited by law or University policies, all LOAs for which an employee may be eligible will run concurrently with each other

- Changes that affect an anticipated return to work date must be communicated as soon as an employee is aware the date will be moved up or back. Employees are encouraged to provide as much advance notice as possible
- Requests to extend an LOA must be submitted in writing to the Benefits team, along with all required documentation (as applicable) for the type of Leave of Absence
- The decision to grant or extend an LOA does not automatically confer job-protected status; depending on the business needs and the status of protected leave, requests for extension may be granted on a case-by-case basis determined by the University; Human Resources will advise you if the time taken for an LOA qualifies for job-protected status

**Eligibility criteria and documentation requirements are specific and unique to each type of LOA. Please contact the Benefits team for additional information*

5.8.9 **Pay and Benefits During Leave**

Pay and benefits information related to the type of LOA(s) for which an employee is eligible will be provided by Human Resources.

Unless prohibited by law, employees on unpaid LOA are not eligible to accrue PSL or vacation time, or receive pay for Holidays, Jury/Witness Duty, Bereavement, or Community Service. Employees in paid status (e.g., utilizing PSL or accrued vacation) will continue to accrue paid sick leave and vacation as well as receive holiday pay.

5.8.10 **Pay**

The majority of LOAs are unpaid; however, full- or partial pay to replace loss of wages up to an employee's regular rate of base pay may be achieved by:

- Using accrued, unused PSL and/or vacation time to cover any period of leave that is unpaid
 - Coordinating payments provided under the following programs with an employee's use of accrued, unused PSL and vacation:
 - Wage Replacement Insurance, such as State Disability Insurance (SDI) or Paid Family Leave (PFL)
 - Voluntary Short- or Long-term Disability Insurance
 - Workers' Compensation

Use of accrued, unused PSL, vacation, and/or payments received under state wage replacement or voluntary disability insurance runs concurrently with, and does not extend or modify, the duration of a LOA.

5.8.11 **Benefits**

Unless prohibited by law or carrier rules, the University will continue to pay the employer's contribution for group health insurance for employees on an approved LOA for up to:

- A maximum of three months over the course of a 12-month rolling period OR
- Up to the maximum required by applicable law

While on LOA, an employee will be required to make contributions within the specified timeframes for payment for their share of health insurance premiums to maintain coverage for themselves, and as applicable, eligible dependents.

- Employee benefit contributions for any portion of the leave that is paid, such as through substitution of PSL or vacation, will continue to be deducted from the employee's pay.

- The University may recover any premiums paid to maintain health coverage if an employee fails to return to work following a leave, as permitted by applicable laws.
- If an employee fails to make timely payments for their contribution to the premium, coverage will be terminated in accordance with applicable law, and the employee will have the option of continuing benefits under COBRA at their expense.

5.8.12 Expectations During an LOA

- During any period designated as an LOA, employees are expected to respond promptly to requests from the University for additional information regarding their LOA. Eligibility to take, remain on, or extend an LOA may be subject to providing documentation in a timely manner.
- Standard call-out procedures are required for all absences related to intermittent FMLA (or state specific medical leave), with the exception of emergency situations. Employees taking intermittent FMLA leave (or state specific medical leave) are expected to adhere to the established call-out protocols by notifying their supervisor or the designated department in advance, providing information about the nature and expected duration of the leave. For information regarding standard call-out procedures please visit the [Attendance Guidelines](#).
- Misrepresenting or providing false information related to an LOA may result in disciplinary action, up to and including separation of employment.

In accordance with applicable laws and policies, an LOA may be denied or revoked.

5.8.13 Returning from a Leave of Absence

It is solely an employee's responsibility to notify the University of their intention to return to work from an LOA. Employees are required to contact the Benefits team within a reasonable amount of time prior to the return-to-work date to ensure that any documentation that may be required is submitted, including, as applicable, requests for reasonable accommodations, restrictions, modified duties, or work schedules.

Upon returning from a Family and Medical Leave, employees will be reinstated to the same or an equivalent position, with the same pay and benefits, except as permitted by law. In general, employees whose leave does not exceed the approved period of leave, or the maximum allowed under the law will be reinstated to their former position or an equivalent position, unless returning to such a position would provide greater rights than they would have had if they had been continuously employed during the leave.

If leave was taken due to an employee's own serious health condition, the University will require certification from the employee's health care provider of the date the employee is able to resume work. The return-to-work certification must be provided to the University one week prior to the date the employee returns to work, and receipt of the certification is a condition of reinstatement.

Reinstatement after FMLA may be denied to certain salaried "key employees." The University will notify you if your position falls into this "key employee" category.

Failure to return from leave on the authorized date will be treated as a resignation.

5.8.14 Uniformed Services and Reemployment Right Act (USERRA) Leave

National University recognizes the importance of supporting employees who serve in the military and is committed to upholding their rights and responsibilities. This policy outlines the guidelines for USERRA (Uniformed Services Employment and Reemployment Rights Act) leave and addresses the balance between military service and employment at National University.

USERRA Leave:

In accordance with USERRA, National University provides eligible employees with the right to take leave for military service and ensures their prompt reemployment to their position and the benefits they would have attained if they had not been absent due to military service or in some cases, comparable position upon completion of service or training. This policy applies to all employees who are called to active duty, military training, or other service obligations. Exceptions include service longer than five years, employees receiving an unfavorable discharge from the military, employees whose original job was temporary and there was no reasonable expectation it would continue, undue hardship for the business, and changes to the employer circumstances making reemployment impossible or unreasonable.

Military Reserves Leave:

Employees who are part of the military reserves are granted up to 80 hours of paid leave annually to fulfill their required annual training obligations. This leave is provided to support their commitment to military service while maintaining a professional presence at National University. In most cases, employees are discouraged from maintaining both a full-time military position and a full-time position at National University simultaneously.

Reinstatement:

Service members must contact confidentialbenefits@nu.edu for reinstatement within ninety (90) days of completion of military service or training.

National University is dedicated to fostering a supportive and inclusive environment for employees engaged in military service. This policy aims to strike a balance between the needs of the institution and the commitment of employees to their military responsibilities. To request a leave of absence related to military service, please contact confidentialbenefits@nu.edu.

TIME OFF & LEAVES OF ABSENCE		
Time Off Without Pay	Policy #	5.9
	Revised	03/01/2023

5.9.1 **Overview**

With prior authorization, and in accordance with applicable laws and University policies, employees who complete 90 days of continuous service may request approval to take time off from work without pay. Along with other criteria, Time Off Without Pay requests will only be considered if an employee has exhausted, or is otherwise ineligible, to take time off with pay. For additional information, please contact the Benefits team.

5.9.2 **Personal Leave**

An employee who is ineligible to take LOA under University policies or applicable laws, or who has exhausted all forms of job protected leave, may request up to one month of leave. Personal Leave will be granted at the University's sole discretion dependent on University needs. Request for Personal Leave should be submitted to the Benefits team for absences lasting greater than five (5) days.

5.9.3 **Return from Personal Leave**

Employee is to return to work on the originally scheduled return date. Additional absences may be counted as occurrences under the [attendance guidelines](#). The University does not guarantee re-employment upon expiration of a personal leave of absence.



RECORDKEEPING

RECORDKEEPING		
Employee Files	Policy #	6.4
	Revised	03/01/2023

6.4.1 **Overview**

The University maintains a personnel file for current and former employees, and disclosure of information may only be made by authorized individuals.

Current and former employees have the right to inspect their personnel file by submitting a written request to their HR Business Partner. An electronic file will be made available within thirty (30) days following a written request by an employee.

RECORDKEEPING	
Verification of Employment Requests	Policy # 6.5 Revised 10/31/2025

6.5.1 **Employment Verification**

The university supports employees' need for timely employment verification.

Consistent with the University's At-will Employment policy, no information related to continued employment, or the probability of continued employment, will be provided.

For additional information and how to initiate an employment verification request, please view the [Employment Verification Guidelines](#).

RECORDKEEPING		
Record Retention and Disposition	Policy #	6.6
	Revised	03/01/2023

6.6.1 Overview

National University (“NU” or “University”) is committed to an effective record retention policy that satisfies applicable laws, regulations, and internal needs for how the University creates, preserves, safeguards, and properly disposes of records regardless of the format in which records are created or retained.

The corporate information maintained through its retention and disposal policy is critical to how the University conducts its operations and manages its staff, administration, and faculty. NU must retain certain records because they contain information that serves as the corporate memory; have enduring business value, evidence the University’s rights or obligations, protect its legal interests or ensure operational continuity; and must be kept to satisfy legal, accounting, or other regulatory requirements.

Individual departments or units may establish appropriate procedures that are consistent with and in furtherance of this policy.

6.6.2 Record Retention and Disposal Schedule (RRDS)

Requirements regarding the type of information retained by record category and retention period are set forth in the University’s Record Retention and Disposition Schedule (RRDS), which is periodically and with or without prior notice, updated to reflect changes in laws, regulations, and internal needs. Employees are responsible for reviewing the RRDS to ensure proper retention and disposal of records. A copy of the updated RRDS can be located in SharePoint.

Unless otherwise noted, all records are the property of the University and may not be permanently removed from NU property or destroyed except in accordance with this policy and the disposition schedule established.

NU prohibits the inappropriate destruction of any records, files, documents, samples, and other forms of information. This policy prohibits the changing, concealment, falsification, or destruction of any record with the intent to impede or obstruct any official or government proceeding. Therefore, this policy is part of the University-wide system for the review, retention, and destruction of records that are created or received in the course of its operations.

Standards

Hardcopy versus Electronic Information. Retention standards apply regardless of whether the record is created or maintained in paper or electronic format, unless otherwise noted. All records must be maintained in a readable format regardless of changes in technology or equipment obsolescence.

Legal Standards. Electronic copies satisfy the law for enforceability of a transaction and as evidence in a dispute. For California standard, See: Civil Code Sections 1633.1 et seq. and Evidence Code Section 1521. For Federal standard, See: 15 United States Code 7001, et seq. and Federal Rules of Evidence 902.

Verification of Imaged Documents. Physical documents must not be destroyed until their scanned images have been sufficiently examined for completeness, clarity and accuracy of indexing. Destruction should be suspended at any time that the reliability of the process or the stability of the system is in question.

Disposable Information

Disposable Information is information in any form that would normally be a record, except that it: (i) Serves a temporary useful purpose or no purpose; (ii) is no longer required for the operation of the University; and (iii) Is not required by law to be retained by the University.

Disposable Information may be safely destroyed without violating this Policy. Examples may include: (i) Duplicates of originals that have not been annotated; (ii) Preliminary drafts of letters, memoranda, reports, worksheets, and informal notes that do not represent significant steps or decisions in the preparation of an official record; (iii) Books, periodicals, manuals, training binders, and other printed materials obtained from sources outside of the University and retained primarily for reference purposes; and (iv) Spam and junk mail.

Retention, Storage and Destruction of Records

Retention. Any records that are part of any categories listed in the RRDS must be transferred to and maintained by the Administrator of this policy and in consultation with the Information Technology and Legal departments for the amount of time set forth in the RRDS. A record should not be retained beyond the period set forth in the RRDS unless a valid business reason (or a litigation hold, a change in statutory requirements or other special situation) calls for its continued retention. If any employee is unsure whether to retain a certain record, the employee should contact the Administrator and/or Legal Department.

Storage. University records must be stored in a safe, secure, and accessible manner in accordance with this Policy. Any records, including the University's governing documents and financial files, that are essential to the University's operations during an emergency, and any records requiring permanent retention, must be duplicated and/or backed up at least yearly and maintained under the direction of the Chief Data Security Officer ("Administrator") or equivalent.

Destruction. NU's Administrator is responsible for the continuing process of identifying the records that have met their required retention period and supervising the destruction process. For example:

- When the retention period for a particular record expires (as specified in the RRDS), the Administrator shall destroy the record in accordance with this Policy. If any employee is unsure whether to destroy a certain record, the Constituent should contact the Administrator and/or the Legal Department.
- The destruction of confidential, financial, and personnel-related physical records must be conducted by shredding if possible.
- Non-confidential physical records may be destroyed by recycling.
- The destruction of electronic records must be coordinated with the Information Technology department and Supervisor responsible for the records.
- Disposable Information may be discarded or deleted at the discretion of the user once it has served its temporary useful purpose after three (3) years if in paper form and after one (1) year if in electronic form.
- The destruction of records must stop immediately upon notification from the Administrator and or Legal Department that a litigation hold is to begin because the University may be involved in a lawsuit or an official investigation.

Litigation Holds

There may be incidents or events that can be reasonably foreseeable as pertinent to current or future litigation involving the University. If an employee becomes aware of or is informed that certain organizational records ("Litigation Hold Records"), even those that are set to be disposed of, are relevant to current litigation, potential litigation, government investigation, audit, or other event, that employee must preserve and not delete, dispose of, destroy, or change those Litigation Hold Records, including emails, until such time that an Administrator of this policy and/or the Legal Department determine that the Litigation Hold Records are no longer needed.

The Administrator, the Legal Department and the Information Technology Department are primarily responsible for the oversight, maintenance, and enforcement of this Policy. Questions regarding records retention should be directed to the Legal or Information Technology Department.



EMPLOYEE BENEFITS

Employee Benefits		
Employee Benefits	Policy #	7.1
	Revised	03/01/2023

7.1.1 Health and Welfare Benefits

The University offers a variety of benefits including health and welfare benefits to eligible employees. See the [Summary Plan Description](#) for more details on the specific plans available. To be considered eligible to participate in University Health and Welfare Benefits, employees must be designated as “Full-Time” or average a minimum of thirty (30) worked hours (or equivalent) per week during their measurement period.

Eligible employees may elect to cover themselves, their spouse or registered domestic partner of the same or different sex, and any eligible child(ren), including children of registered domestic partners. Employees must enroll at the time of eligibility or wait until the next annual open enrollment. Changes in the plan can be made during the year within thirty (30) days of a qualifying status change, such as birth, death, divorce, separation, adoption, change in employment, or change in employment status. Please contact the Benefits team immediately in such cases.

7.1.2 Savings Plan

The University offers a 403(b) savings plan to eligible employees. See the [Retirement Savings Plan Description](#) for more details of the plan.

7.1.3 Education Benefit (Tuition Remission)

As a means of providing education and training for career development and of enhancing job performance, NU provides the opportunity for eligible employees, their spouses and dependents to enroll in degree and certificate programs offered by NU or CityU with a full or partial tuition waiver following six (6) months of continuous employment.

Use of the tuition waiver benefit by employees, their spouse, or dependent children shall be treated as use by the employee and may be considered taxable income under the Internal Revenue Code. It is the benefit recipient’s responsibility to determine any tax treatment of this tuition benefit, including disclosure, declaration, filing and liability with their tax professional. Faculty and staff are responsible for providing verification of relationship for any spouse or dependent seeking to use the tuition waiver.

If an eligible employee is interested in taking advantage of the Tuition Waiver Benefit, please contact Human Resources. Additional information can be found in the [Tuition Waiver Guidelines](#).

7.1.4 Workers’ Compensation

Under certain state Workers’ Compensation laws, employees who are affected by a work-related injury or illness may receive medical care and lost time benefits at the employer’s expense. If an employee should incur such an injury or illness, the Benefits team should immediately be notified.

Any injury incurred on the job, no matter how minor, must be reported to Benefits. Failure to report an injury may affect benefits eligibility. The University is required to investigate and correct problems that cause injury or illness to University employees. For severe injuries, please seek medical attention immediately.

National University complies with all state, local, and Federal laws regarding providing physical or electronic notices.