

Leaves of Absence

Below is general information from the Boston University Employee Handbook. For further details, please refer to the following link to acquire the appropriate document: <http://www.bu.edu/hr/lifebu/time-off-leaves-of-absence/>.

Type	Reason	Length	Eligibility
Family & Medical Leave Act (FMLA)	Employee's own serious health condition or an employee's spouse, son or daughter, or parent who has a serious health condition. FMLA can also be used to care for the employee's child after birth or placement for adoption or foster care.	Up to 12 weeks	1,250 hours of work and one (1) year of service
Massachusetts Maternity Leave Act (MMLA)	For the birth or adoption of a child to eligible female employees	Up to eight (8) weeks	Female employees who have completed three (3) months of continuous service
Small Necessities Leave Act (SNLA)	To participate in school activities directly related to the educational advancement of the employee's child (e.g., parent-teacher conference), accompanying a child of the employee or an elderly relative to routine medical or dental appointments or appointments for elder care services	Up to twenty-four (24) hours	Employees who have completed twelve (12) months of service
Leave of Absence – Medical	Authorized absence from work for medical reasons	Consecutive period of time between eleven (11) workdays and three (3) calendar months	After an employee has exhausted his or her Vacation Leave, Sick Leave, available Personal Days, and available Compensatory Time Off. Eligible employees may use accrued sick or vacation leave to ensure the leave is paid only after three months of continuous service.
Leave of Absence Personal	Authorized absence from work for personal reasons		Consecutive period of time between eleven (11) workdays and three (3) calendar months, which may be granted after an employee has exhausted his or her Vacation Leave, available Personal Days, and available Compensatory Time Off
Military Leave	Authorized absence from work to fulfill military obligations in accordance with applicable federal and state laws	Leave includes military reserve unit obligations of up to fifteen (15) calendar days in any one year	