

## 5.4 Leave Benefits

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### 5.4.1 Sabbatical Leave

All sabbatical leave at Mines is governed by the Mines Sabbatical Leave Policy, which has been promulgated by the Board and is set forth in Section 10.2.

### 5.4.2 Unpaid Leave

A benefits-eligible Mines faculty member may request unpaid leave in writing through their department head or equivalent director. Such leave may be granted at the discretion of the Dean, or in the absence of a Dean, the appropriate Vice President. However, unpaid leave of more than twelve months will generally not be granted.

### 5.4.3 Annual Leave

Annual leave is equivalent to personal or vacation leave and may be utilized by a faculty member for any purpose with the approval of their supervisor. Only Benefits-eligible administrative faculty, athletics faculty, library faculty, and research faculty are eligible for annual leave.

### 5.4.4 Sick Leave

Sick leave provides Mines faculty with paid time off from work to attend to their health and medical needs, as well as the health and medical needs of their spouses, parents, minor children, adult children who are incapable of self-care, legal dependents, or persons in the household for whom the employee is the primary caregiver. Employees are expected to utilize sick leave to cover their time off from work for preventive care and diagnostic medical examinations, receipt of medical treatment, and recovery from mental or physical illnesses, non-work-related injuries, and health conditions.

### 5.4.5 Family Medical Leave

In accordance with federal requirements, after one year of Mines service, a faculty member working 1250 hours over the prior 12 months may be eligible for up to 520 hours of unpaid Family Medical Leave, taken either continuously or intermittently, for specific purposes.

### 5.4.6 Holiday Leave

Mines observes Labor Day, Thanksgiving Day, Christmas Day, New Year's Day, the birth of Dr. Martin Luther King Jr., Memorial Day, Juneteenth, and Independence Day as holidays. Other days will be designated annually by the President as school holidays.

### 5.4.7 Administrative Leave

The President may grant administrative leave with pay to a Benefits-eligible faculty member for any purpose deemed by the President to be in the best interests of Mines, as long as the granting of administrative leave for such purpose is not prohibited by law.

### 5.4.8 Bereavement Leave

A benefits-eligible faculty member may request bereavement leave through their immediate supervisor. A benefits-eligible faculty member will be eligible for up to five business days of paid Bereavement Leave for the death of an immediate family member. Time off in excess of five business days may be possible with Colorado's Healthy Families and Workplace

Act, upon the approval of the faculty member's immediate supervisor and shall be subject to the current Annual Leave rules.

### 5.4.9 Jury or Court Leave

Upon request and presentation of a jury summons or a subpoena to appear in court, a faculty member shall be granted leave for the purpose of fulfilling jury or other court obligations.

### 5.4.10 Military Leave

Upon request, Mines shall grant appropriate leave to its faculty for military service as mandated by federal and Colorado law. Supporting documentation may be requested by their direct supervisor.

### 5.4.11 Injury Leave

Mines shall grant up to 480 hours of paid injury leave to a benefits-eligible faculty member who has suffered a job-related injury.

### 5.4.12 Medical Disability Leave

Mines may grant up to six weeks of paid medical disability leave to a Benefits-eligible faculty member for the purpose of childbirth and medical recovery therefrom, or for the treatment of a disabling medical condition or non-work-related injury, subject to specific limitations.

### 5.4.13 Parental Leave

Benefits-eligible faculty members are eligible for the parental leave.

### 5.4.14 Instructional Development Assignment

The Colorado School of Mines recognizes and supports the efforts of its non-tenure track faculty in delivering high quality instruction to its students. Instructional Development Assignments are available to eligible faculty. Reference Faculty handbook section 6.1.6 for complete information, including eligibility and terms.