Leave Type Descriptions

Leave Type	Description
Vacation Leave	Paid time off for personal use, typically accrued based on employee classification and years of service.
Sick Leave	Paid leave used for illness, injury, medical appointments, or to care for a sick family member.
Holiday Leave	Paid time off for official university holidays (e.g., Independence Day, Thanksgiving, etc.).
Family and Medical Leave (FMLA)	Job-protected leave (up to 12 weeks) for medical or family-related reasons, under federal law.
Compensatory Time	Time off earned by non-exempt employees who work overtime.
Fitness Leave Time	A-State employees may make use of a **three (3) hour per week release time benefit** for physical fitness purposes. This is a **year-round benefit** for **full-time, benefited employees**. It may not be used with the educational benefit and must be taken in **increments of 90 minutes or less**. Supervisor approval is required, and a request form must be completed.
Education Leave Time	Employees may take **one in-person course during regular working hours** with **supervisor approval**. The **Tuition Discount Form** must be completed and approved prior to the beginning of the course.
Child Education Leave	Employees are allowed the opportunity to participate in their children’s educational activities by receiving **eight (8) hours of leave per calendar year** for this purpose.
Military Leave	Leave for active duty, training, or other military obligations—protected under USERRA.
Jury Duty Leave	Paid leave for required service on a jury or as a court witness.
Leave Without Pay (LWOP)	May be approved when paid leave is exhausted or for extended absences not covered by other types.
Sabbatical Leave	Typically for faculty; time off (often paid) to conduct research or professional development.

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