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**WEST VIRGINIA  
CLINICAL & TRANSLATIONAL SCIENCE INSTITUTE**

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## **Leave of Absence**

### **Overview**

The West Virginia Clinical & Translational Science Institute (WVCTSI) is comprised of employees from several partner organizations and follows the Human Resources policies and procedures as outlined by each employees specific hiring organization.

Any individual supported by WVCTSI funds must report to the Institute if he or she plans to take an extended leave of absence, as managed through the designated HR organization.

If any changes to salary or effort are anticipated the Director of Research Administration must be notified immediately as it impacts WVCTSI. Any changes to salary or effort that is supported by WV CTSI must be requested in a written document that concisely presents the rationale for the change. The WV CTSI Director or her/his designee will respond within two weeks whether or not the requested changes are approved and the effective date of any approved changes.

### **Purpose**

The purpose of this policy is to describe required procedures as relates to a leave of absence. Individuals receiving WVCTSI funding support are permitted to take a leave of absence for personal or family situations such as parental leave, child care, elder care, medical conditions, or a disability. A leave of absence or sabbatical must be requested and approved according to the individual's human resources organization protocol, and then communicated to the WVCTSI director.

### **Scope**

This policy applies to all personnel funded by the WVCTSI, including West Virginia University employees, West Virginia University Healthcare employees, WVU Research Corporation employees, and any employees at WV School of Osteopathic Medicine and Charleston Area Medical Center partner sites.

## Clarification

If considering a leave of absence from the WVCTSI project, a notification to the WVCTSI Principal Investigator (PI) must be submitted. Although the PI may not have the supervisory or hierarchical authority to approve or deny personnel requests, the PI does have the responsibility of the mission of the institute and the absence of constituents could potentially impact the ability of CTSI to achieve stated goals.

## Definitions

**Employees:** any faculty or staff of West Virginia University and its affiliates

**Chairs/Vice-Chairs:** persons named as leaders of WVCTSI core activities

**WVCTSI Staff:** staff members reporting to the WVCTSI cores

**Core Constituents:** a member of a WVCTSI core who participate in the activities of the institute

**Principal Investigator (PI)/Researcher:** a person in charge of conducting research

**Scholar:** a person who develops and conducts mentored, clinical and translational research for WVCTSI

**Partner Sites:** WVCTSI staff members at Charleston Area Medical Center and School of Osteopathic Medicine who are named within the WVCTSI grant and contribute effort.

**Agencies:** West Virginia University, West Virginia University Research Corporation, West Virginia University Healthcare dba WVU Medical Corporation or University Health Associates, Charleston Area Medical Center, WV School of Osteopathic Medicine

## Policy

Those affiliated with WVCTSI should refer to the leave policies of their primary employer/institution in regard to leaves of absence.

WVCTSI staff employed by the WVU Research Corporation (WVURC), will be required to provide timely, appropriate verification for any leave of absence request, initially, to extend and/or to continue the absence as outlined in the WVURC Employee Handbook

(<http://hr.research.wvu.edu/files/d/06447ed4-1dd4-4d76-bbbc-add4d58cf66e/handbook.pdf>).

If an employee in a probationary period is approved for a leave of absence, the probationary period will be suspended and reactivated upon his/her return to work. Employees are required to return to work and fulfill the position requirements at the end of the leave of absence.

Absence from work consistent with the provisions of the FMLA will be applied concurrently with qualifying absences due to: on the job injuries/worker's compensation, parental leave, personal or medical leaves of absence, whether the employee is removed from payroll or compensation is continued via catastrophic, accrued CTO/STO, sick or annual leave. Absence from work consistent with the provisions of the Parental Leave Act will be applied concurrently with qualifying FMLA, personal or medical leaves of absence without pay.

## **Procedures**

It is requested that any employee paid by WVCTSI should:

- Immediately notify the appropriate Core Chair and the Financial Manager of the leave request.
  - Immediately notify the appropriate Core Chair and the Financial Manager upon return to work.
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## **Evaluation Criteria:**

As determined by the hiring institution.

## **Roles and Responsibilities**

The immediate supervisor, the WVCTSI Core Chair, departmental/division administrators (deans/ directors) and appropriate personnel in the primary institution's Department of Human Resources are responsible for administering this policy.

## **References and Authority**

- WVU Human resources Policies located at: <http://www.hr.wvu.edu/policies>

- WVU Research Corporation Human Resources Policies located at: <http://hr.research.wvu.edu/>
- Primary/partner site institutional policies

## Approval and Authority to Proceed

I approve the project as described above, and authorize to proceed.

Name	Title	Date
Sally L. Hodder, MD	Director, West Virginia Clinical and Translational Science Institute	4/18/2016



4/18/16  
 Approved By Date