

Leave of Absence: Guide to Employee Time Off

I'm feeling severely ill and must miss multiple days of work. *What do I do?*



1



Notify your supervisor¹ that you require time off.

2



Utilize accrued [sick](#) or [vacation](#) time and record your time accordingly through your primary time tracking system.

3



After 3 consecutive days of absence, contact the HR Service Center by phone at (213) 821-8100 or by email at uschr@usc.edu to speak with a Leave Specialist about your eligibility for the following:

A

[Family and Medical Leave Act \(FMLA\) Leave](#)

B

[California Family Rights Act \(CFRA\) Leave](#)

C

[Disability Benefit](#)

¹ "Supervisor" refers to the person to whom you directly report, including deans of faculty and department chairs



Questions? Contact the HR Service Center by phone at (213) 821-8100 or by email at uschr@usc.edu for more information.

Leave of Absence: Guide to Employee Time Off

A dependent is severely ill or injured, and I must miss work to care for them but I don't want to exhaust all accrued paid time off.
What do I do?



1



Notify your supervisor¹ that you require time off.

2



Utilize accrued [sick](#) or [vacation](#) time and record your time accordingly through your primary time tracking system.

3



After 3 consecutive days of absence, contact the HR Service Center by phone at (213) 821-8100 or by email at uschr@usc.edu to speak with a Leave Specialist about your eligibility for the following:

Paid Leave

A [Paid Family Leave](#) (see “More information on specific leaves”)

Unpaid Leave

A [Medical Leave and Accommodations](#)

B [Family and Medical Leave Act \(FMLA\) Leave](#)

C [California Family Rights Act \(CFRA\) Leave](#)

D [Personal Leave \(Staff\)](#)

E [Personal Leave \(Faculty\)](#)

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Leave of Absence: Guide to Employee Time Off

I am experiencing circumstances that are **negatively affecting my mental health**. *What resources are available?*



1



In case of emergency, contact the Department of Public Safety at (213) 740-4321.

2



If you require time off, notify your supervisor.¹ You may utilize accrued [sick](#) or [vacation](#) time and record your time accordingly through your primary time tracking system

3



USC provides a variety of mental health, well-being and support resources for Faculty and Staff. Visit the [website](#) for additional details and contact information pertaining to specific mental health services and support.

4



After 3 consecutive days of absence, contact the HR Service Center by phone at (213) 821-8100 or by email at uschr@usc.edu to speak with a Leave Specialist about your eligibility for the following:

A [Medical Leave and Accommodations](#)

B [Family and Medical Leave Act \(FMLA\) Leave](#)

C [California Family Rights Act \(CFRA\) Leave](#)

¹ "Supervisor" refers to the person to whom you directly report, including deans of faculty and department chairs



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Leave of Absence: Guide to Employee Time Off

I have suffered from **domestic violence or another crime**. *What do I do?*



1



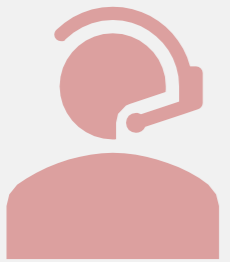
If you are a victim of crime or abuse, including but not limited to the crimes of domestic violence, sexual assault, or stalking, you may take time off to provide for your own or your children's health, safety or welfare. Additionally, employees may use this leave to attend judicial proceedings in cases where you or an immediate family member have been a victim of a serious or violent crime

2



Contact the HR Service Center by phone at (213) 821-8100 or by email at uschr@usc.edu to speak with a Leave Specialist. If feasible, provide reasonable advance notice of time off. When advance notice is not feasible, you may be asked to provide documentation evidencing domestic violence, sexual assault, stalking, or a judicial proceeding.

3



Discuss with a Leave Specialist the best leave option for you:

- A Accrued [sick](#) or [vacation](#) time
- B [Leave for Victims of Domestic Violence, Sexual Assault, or Stalking](#); or [Crime Victims Leave](#)
- C Medical or other forms of unpaid leave ([Medical Leave and Accommodations](#), [Family and Medical Leave Act](#), [California Family Rights Act](#))
- D [Disability Benefit](#)

4



If you are a victim of domestic violence, sexual assault, or stalking and are concerned for your safety at the workplace, you may request [reasonable accommodations](#). Accommodations may include putting in locks, changing your shift or phone number, transfer or reassignment, or help with keeping a record of the incident.



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Leave of Absence: Guide to Employee Time Off

My dependent or I have experienced a **severe hardship due to a major disaster**, causing me to be absent from work. *What do I do?*



1



If the major disaster is COVID-19, refer to the published guidance on employee actions to take regarding time off, pay and benefits.

2



You may utilize accrued [sick](#) or [vacation](#) time and record your time accordingly through your primary time tracking system.

3



If you have exhausted accrued sick and vacation time, you may be eligible to receive paid time off through the [Disaster Leave](#). Contact the HR Service Center by phone at (213) 821-8100 or by email at uschr@usc.edu to speak with a Leave Specialist about your eligibility.

4



For additional time off, you may utilize Personal Leave ([Faculty](#) or [Staff](#)). Contact the HR Service Center by phone at (213) 821-8100 or by email at uschr@usc.edu to initiate a leave request.



Questions? Contact the HR Service Center by phone at (213) 821-8100 or by email at uschr@usc.edu for more information.

Leave of Absence: Guide to Employee Time Off

My family member, relative, or another loved one has passed away, and I require time off. *What do I do?*



1



You are eligible for up to five (5) paid days off under the Funeral and Bereavement Leave policy. Notify your supervisor¹ by completing a request in Workday with as much advance notice as possible.

2



If you require additional time off, you may utilize accrued [vacation](#) time and/or time off without pay (e.g., [Faculty](#) or [Staff](#) personal leave).

¹ "Supervisor" refers to the person to whom you directly report, including deans of faculty and department chairs



Questions? Contact the HR Service Center by phone at (213) 821-8100 or by email at uschr@usc.edu for more information.