



**ADMINISTRATIVE
POLICIES AND PROCEDURES MANUAL**

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SUBJECT

LEAVES OF ABSENCE

SUB-TOPIC

LEAVE OF ABSENCE WITHOUT PAY

Upon submission of a properly completed HRS form (HRS Manual, Personnel Events Section) for an employee through his/her supervisor, the President, or his designee, may grant leave without pay to any employee when it is determined the employee shows good cause for such leave. This determination may provide the employee a special leave authorization which is not within the scope of normal Leave of Absence policies.

To be eligible, an employee must be appointed for at least twenty (20) hours per week for a period of at least four and one-half (4 1/2) months excluding students employed in positions which require student status as a condition of employment.

All accumulated paid leave entitlements must be exhausted before granting such leaves, with the additional provision that sick leave must be granted only in those cases where the employee is eligible to take sick leave.

The granting of such leaves will be without pay (to include no vacation or sick leave accrual and no holiday pay) and the interests of the University will be given primary consideration. The maximum period for which a leave of absence will be granted is the end of the fiscal year in which the leave begins.

A second consecutive year of leave should not be requested except in unusual circumstances such as military service, reasons of health, continued graduate study, and public service or other activity that reflects credit on the institution and enhances an individual's ability to make subsequent contributions to the institution.

Except in very unusual circumstances a third consecutive leave of absence for one year will not be granted.

After a return to active duty of one year or more, the leave-of-absence privilege will again be available, subject to the conditions above.



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LEAVE OF ABSENCE WITHOUT PAY, Continued

An employee who has been granted leave of absence without pay should make arrangements with the Human Resources Office regarding continuation or cancellation of various benefits programs.