



Policy Directory

Responsible Division: Finance and Administrative Services
Responsible Office: Human Resources
Issue/Revision Date: 12/01/2017

Leave Without Pay

Policy:

Leaves of absence without pay may be granted by the appropriate division head (President, Provost or Vice President), upon the recommendation of an employee's department head. A leave may be for a short period of time (not to exceed 30 days) to attend to personal business or may be for an extended period of time of up to one (1) year. For extended leave, more serious consideration will be given to such factors as the nature of the leave, the length of service of the employee, and whether a grant of the request would, in the University's opinion, best serve its interest.

Leaves of absence for one (1) year or less shall be permitted without forfeiting previously accumulated continuous service. During the approved leave, the employee is responsible for payment of both the employee and employer portions of any insurance premiums he/she wishes to continue. An employee granted leave without pay will be reinstated to the same or a similar position at the expiration of the leave if the employee is able to perform the duties required by the position, and the same or a similar position still exists at the University.