

## **Leave of Absence**

The University recognizes the importance and value of unpaid leave so that employees may have unpaid time away from work for a variety of reasons. The University may provide leave without pay under certain circumstances and at the discretion of the supervisor or department head. Reasons for leave may include civic activities, service to volunteer organizations or personal situations.

### **ELIGIBILITY**

Individuals who have been employed by the University for at least 12 months are eligible to request an unpaid leave of absence. All unpaid leave is granted at the discretion of the supervisor or department head and the Human Resources Department.

### **LEAVE REASONS AND LENGTH**

Generally, leaves of absence are granted for 7 to 120 calendar days for personal reasons. Usually, leaves of absence may be granted for:

- Public service—to participate in a civic, community, or governmental program on a full-time basis;
- Personal emergencies—to take care of matters such as serious personal or family problems; or
- Personal convenience—to take an extended trip or to participate in cultural or athletic events.

A request for unpaid leave that qualifies under the Family and Medical Leave Act policy will be governed by the terms of that policy.

### **RETURN TO WORK FOLLOWING LEAVE**

Failure to return to work immediately after an unpaid leave will result in termination of employment. An employee returning from an approved leave is returned to the same position if the leave is 30 calendar days or less. If the leave is longer than 30 calendar days, the employee may be returned to a comparable position within the department. If circumstances prevent the department from reemploying the employee, the employee will be notified.

### **BENEFITS WHILE ON LEAVE**

Individuals who wish to continue benefit coverage while on leave without pay must pay the entire (employee and the employer share) cost of health and insured benefits. Certain benefits may not be continued if they require an employee to be actively employed to continue receiving them. Individuals do not accrue paid leave during periods of unpaid leave lasting longer than one month.

### **RESPONSIBILITY**

Supervisors and department heads are responsible for administration of leave without pay. Decisions about granting unpaid leave may be based on the work needs of the department balanced against the needs of the employee. Employees on leave without pay are responsible for returning from leave on the date agreed upon with the supervisor.

[Leave of Absence Form](#)