



Policy Number: IV.18
Policy Level: Operating Policy
Originally Issued: June 18, 2018
Reviewed: October 13, 2020
Reviewed: October 5, 2022
Policy Owner: Vice President for Financial Affairs
Policy Implementation: Chief Human Resources Officer

Leave without Pay

I. Policy Statement and Purpose

This policy establishes the criteria for University employees to be granted leave without pay upon the approval of the President in conjunction with the appropriate Vice President.

All absences (with or without pay) from work shall be approved in accordance with established policies. Any employee who is absent from work without approval shall be subject to disciplinary action.

II. Authorized Leave Without Pay (LWOP)

Individuals (not including temporary employees) employed for 20-40 hours per week, are eligible to be considered for obtaining leave without pay.

An employee requesting leave without pay must submit the request in advance through the appropriate Vice President. This request should include a statement of intention and date to return to work. The employee is not eligible to be considered for leave without pay unless the employee intends to return from such leave to work at the University. In making the decision of whether or not to grant the request, the President may consider the individual circumstances of the employee, the employee's performance at the University, the employee's length of employment by the University, the impact the leave without pay would have on the University, and the practicality of replacing the employee for the period of the leave without pay. Leave without pay will not be approved for outside employment purposes.

In cases where the employee's request for leave without pay is due to an illness or other medical condition of the employee, a medical practitioner's statement, certifying that the employee is able to resume normal work activities, may be required and presented before an employee assumes normal activities from a leave without pay absence.

An employee will not accrue any leave (annual, personal, sick, or otherwise) while on leave without pay. An employee's time while on leave without pay will not accrue toward non-probationary or tenure status. The tenure or non-probationary status of persons on leave without pay will not be affected. An employee on leave without pay will be permitted to retain any health insurance coverage as an employee during such leave period, so long as the employee, at his/her own expense, pays for his/her entire health insurance premium attributable to such period.



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III. Absent from Work Without any Available Leave

An employee who is absent from work without any available paid or unpaid leave recognized by law or University policy will not be paid for such absence, and will be subject to disciplinary action, up to and including termination. This will include employees who remain absent from work after exhausting all of their available leave recognized by law or University policy. Such employees will not be entitled to any compensation for such absences.

Any employee who is absent from work for three (3) consecutive workdays without any available paid or unpaid leave recognized by law of University policy will be considered to have abandoned the position and to have resigned from the University.

IV. Responsibility for this Operating Policy

Policy Owner

As part of the initial approval of this policy by the President and subsequent to the original dissemination of the policy, the President is the policy owner for the ongoing evaluation, review, and approval of this policy. Subsequent reviews and revisions to this policy must be in accordance with approved operating policy procedures and processes.

This policy will be reviewed every 2 years or more frequently as needed by the Policy Owner. Revisions will be reviewed/affirmed by the Cabinet and approved by the University President. This policy will be updated/published in the University's Policy Library.

Responsibility for Policy Implementation

The President has assigned the responsibility of implementing this policy to the Vice President for Financial Affairs and the Chief Human Resources Officer.