Leave Without Pay

**Summary/Purpose:** Employees may be granted leave of absence without pay for either short periods or extended periods of time. Factors of consideration used to approve a leave and information regarding reinstatement of an employee are given.

Leave of absence without pay may be granted by the employee’s department and approved by the appropriate division head (Chancellor, Provost or Vice Chancellor).

A leave may be for a short period of time to attend to personal business or may be for an extended period of time of up to one 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.

**Non-exempt, hourly employees:** An E-form is not required for non-exempt, hourly employee who is absent for a short period of time and the employee does not have accrued personal leave or major medical leave to use.

**Exempt, salary employees:** An E-form must be submitted for an exempt, salary employee who is absent for any period of time and the employee does not have accrued personal or major medical leave to use. To ensure the employee will not be overpaid, the E-form must be approved within the current pay period.

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.