Leave Without Pay

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

Leaves of absence without pay may be granted by the appropriate division head (Chancellor, Provost or Vice Chancellor) upon the recommendation of an employee's department head. Such leaves 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 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 year or less shall be permitted without forfeiting previously accumulated continuous service.

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 then able to perform the duties required by the position at the time such leave expires, and the same or a similar position still exists at the University.