Background

This policy applies to employees who are not covered by a collective bargaining agreement or for whom the agreement contains no provision regarding this subject.

To define the eligibility, duration and return from leave requirements for granting a Leave of Absence for Personal Reasons without pay. Absences of 15 consecutive calendar days or more are considered a leave of absence, however, the leave is effective retroactively to the first day of absence.

Policy

1. An employee may be granted a Leave of Absence for Personal Reasons without pay, for up to 12 months subject to approval by the supervisor/manager/director. The request for the leave of absence must be in writing and should be examined carefully by the administrative authority to determine whether the interest of the employee and the university would best be served by the granting of this leave.

2. All accrued vacation time must be used before a Leave of Absence for Personal Reasons without pay may be approved. If approved, the request to use accrued vacation time is irrevocable.

3. An employee does not accrue sick leave (time) or vacation during a Leave of Absence for Personal Reasons without pay.

4. An employee shall not receive pay for holidays which fall within the period of the Leave of Absence for Personal Reasons without pay.

5. The university shall not continue to contribute to benefits including a retirement plan during the period an employee is on a Leave of Absence for Personal Reasons without pay.

6. An employee receiving a Leave of Absence for Personal Reasons without pay must make arrangements with the Human Resources Department in order to continue payments for benefits (if applicable) during the period for which no salary is paid.

7. Retirement plan contributions will be made pursuant to the rules and regulations of the applicable retirement system or plan.

8. Upon return to work from a Leave of Absence for Personal Reasons without pay, the employee is to be returned to the position formerly occupied or, under certain circumstances, to an equivalent position unless the original position has been abolished.
9. Any person appointed to the position while an employee is on Leave of Absence for Personal Reasons without pay is to be appointed on a temporary basis.

10. If an employee fails to return to work at the expiration of an approved leave of absence and is notified by certified mail of the failure to return at the appointed date, the employee is reported as “absent without authorized leave” and is subject to termination of employment.

Procedure

1. Employees must complete and submit the appropriate Time Off From Work Form or other form (electronic or otherwise) as designated by their organizational unit to their administrative authority for approval as soon as possible.

2. Follow university leave of absence administration processes.