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 an Educational Leave of Absence 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 an Educational Leave of Absence Without Pay for a period of up to 12 months for the purpose of education, training or specialized experience subject to the approval of 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 be best served by the granting of the leave.

2. Upon request from the employee, the employee’s initial Educational Leave of Absence Without Pay period may be extended for an additional period, not to exceed one year, by the employee’s supervisor/manager/director. As with the initial request, the request for an extension must be in writing and should be carefully examined by the administrative authority before approval.

3. All accrued vacation must be used before an Educational Leave of Absence Without Pay may be approved.

4. An employee does not accrue sick leave (time) or vacation time during an Educational Leave of Absence Without Pay.

5. An employee shall not receive pay for holidays which fall within the period of the Educational Leave of Absence Without Pay.

6. The university shall continue to contribute to its share of the employee’s applicable benefits for a maximum of 12 months while an employee is on Educational Leave of Absence Without Pay as long as the employee contributes his/her share of the cost. This is true even if the employee’s Educational Leave of Absence Without Pay is extended beyond the initial 12 month period using the steps outlined in paragraph 3 above.
7. An employee on Educational Leave of Absence Without Pay must make arrangements with the Human Resources Department in order to continue payments for his or her portion of the cost of benefits (if applicable) during the period that the employee is not receiving pay.

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

9. Upon return to work from an Educational Leave of Absence 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.

10. Any person appointed to the position while an employee is on Educational Leave of Absence Without Pay is to be appointed on a temporary basis for the duration of the leave only.

11. If an employee fails to return to work at the expiration of an approved Educational Leave of Absence Without Pay and is notified by certified mail of the failure to return at the appointed date, the employee may be reported as "absent without authorized leave" and may be subject to disciplinary action up to and including 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.