Policy on Leave of Absence Without Pay for Unclassified Employees and Faculty

Leave of absence without pay many be granted to employees for good cause. Such leaves will be approved based upon the ability of the granting department to continue to provide on-going and necessary services. Employees may be required to take any part or all of accrued annual, sick, and/or compensatory leave prior to being granted leave without pay depending on the reason.

The request for Leave Without Pay (LWOP) should include a listing of the reasons needed and the duration of the leave. The term of the leave may not extend beyond the period for which support is committed to the position or contract. Good cause for granting leave of absence without pay may be interpreted to include but not be limited by the following: extended illness; need to provide care for family members; education which will directly increase job effectiveness; adoption of children; or in special situations, temporary employment outside the University when it is in the interest of public service and/or will be beneficial to the University upon the employee's return. Leaves of absence without pay may be granted under FMLA.

Criteria to be Used to Evaluate Leave Without Pay Requests

1. The effect upon the department if leave without pay is granted.
2. The recommendation of the immediate supervisor.
3. The length of University employment and prior leave history.
4. The probable effect of the leave as it will benefit or disadvantage the University.

Service Credit and Leave Accrual

Leave without pay does not count as credited service for leave accrual or retirement purposes. Service before and after leave without pay will be combined to determine leave accrual rates and total service.

Annual and sick leave do not accrue during a period of leave without pay. Membership in the retirement systems is suspended. Contributions may not be withdrawn from the state retirement systems without the action being considered as termination or resignation from employment.

Leave of Absence for Holidays

Employees eligible for holiday pay must be in a paid work status (i.e. actually work the day or be on paid leave) the last normal work day before a holiday or the first normal work day after the holiday in order to receive pay for the holiday. Employees on leave without pay before and after the holiday shall not receive pay for the holiday.

Procedures for Reporting Leave Without Pay (LWOP)

For the employees: Employees should report his/her absence to his/her supervisor in advance. A written request for Leave Without Pay should include a listing of the reasons needed and the duration of the leave.   The employee should also contact the Controller's Office to continue insurance coverage during LWOP. During LWOP, the employee is responsible for both the employee portion and the University portion. If the LWOP is for more than a few days, special approvals are required.

For the Supervisor: The Supervisor of an employee on LWOP should immediately inform the department head. The supervisor should request special approval from the department head if the LWOP is for more than a few days.

For the Department Head: The department head of an employee on LWOP should immediately inform the Payroll Office and the Human Resources Office about this issue. This will ensure that the employee is not overpaid. If the department head approval extended leave without pay, he/she should complete a Payroll Action Form M. All written records pertaining to the leave request must be maintained in the department's files.

For the Payroll Office: Once the Payroll Office receives notification that an employee is on LWOP, the appropriate payroll employee should keep this information in the current pay period folder; so that the employee on LWOP will not be overpaid. In rare cases where an employee is overpaid (due to timing issues), the Payroll Office should notify the employee immediately and set up arrangements for the repayment.