

# Leave of Absence Without Pay

<b>Section:</b>	V: Human Resources
<b>Chapter:</b>	18
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With the interest of the University being given first consideration and for good cause, leaves of absence without pay may be granted for a period within the term of appointment of a member of the faculty or staff, subject to Regent's Rules and Regulations and the general conditions provided below.

## **18.1 Approval Requirements**

Requests for leaves of absence for a first year or portion thereof or a second consecutive year's leave may be granted by the President. Leaves of absence for a third consecutive year will be granted following review and approval by the President and the Executive Vice Chancellor for Academic Affairs of the U.T. System. Requests shall be transmitted up the supervisory chain for administrative review and approval or disapproval.

## **18.2 Maximum Period for Leave of Absence**

The maximum period for which a leave of absence will be granted is the end of the fiscal year in which the leave begins. In unusual circumstances such as military service, reasons of health, continued graduate study, and public service or other activity that reflects credit on the institution and enhances an individual's ability to make subsequent contributions to the institution, a second consecutive year of leave may be granted. Third year leaves of absence will be rarely granted and then only for exceptional circumstances.

## **18.3 Availability of Additional Leave**

After a return to duty of one year, the leave of absence privilege will again be available, subject to the conditions above.

## **18.4 Exhaustion of Accumulated Paid Leave**

Unless otherwise provided by or authorized pursuant to law, all accumulated paid vacation or compensatory leave entitlement must be exhausted before a leave of absence without pay may be granted, with the additional provision that sick leave must be exhausted in those cases where the employee is eligible to take sick leave.

## **18.5 Special Leaves Without Pay**

18.5.1 Chapter 17 provides for leave without pay for up to 90 days for family and medical purposes. Upon expiration of the family and medical leave entitlement, an employee may be eligible for an additional leave of absence in accordance with the provisions of 18.2 above.

18.5.2 For paid leave of absence associated with military service, see Chapter 22 of this Section of the Handbook. Additional unpaid leave of absence for Military duty may be provided pursuant to 18.2 above.

18.5.3 With the interest of the University being given first consideration, a leave of absence without pay pursuant to 18.2 above may, but need not, be granted to a member of the faculty or staff to participate in political activities. However, a leave of absence without pay shall not be granted to for the purpose of being a candidate for an elective public office, holding an elective public office, or directing the political campaign of a candidate for an elective public office.

18.5.4 Chapter 15.3.3 in this Handbook provides for leave without pay arising from on-the-job injury when sick leave is not used to satisfy the required waiting period for Workers' Compensation Insurance.