

## **Leave Without Pay**

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

Leave 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. A leave 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. Leave 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 able to perform the duties required by the position and the same or a similar position still exists at the University.