



## Policy and Procedures Manual Application: Full Time Personnel Section A2.5 Leave Without Pay

### A 2.5 LEAVE WITHOUT PAY

Leave without pay is an absence from duty granted to the employee for which no pay is received. Leave without pay may not be used unless all accrued annual leave and compensatory time have been exhausted. In the case of illness or absence for medical leave, sick and annual leave must be exhausted. Any exceptions to this policy must be approved in advance by the President of the University. Neither vacation nor sick leave will be earned during leave without pay. Leave without pay must be requested in writing, setting forth the exact time to be absent and the reason for absence. Leave must be approved by the department supervisor and may be refused if approval is not in the best interest of the department or University. Leave without pay can be canceled by the University upon five workdays written notice. The employee may return to work before the end of the leave with written approval of the department supervisor. Leave without pay should benefit both the employee and the University. Such arrangements should be rare in occurrence and be limited to a specified length of time.