

1 **Leave of Absence without Pay**

2 Effective: Moved to Policy Library from UPM 3.5(7)

3 Updated/Revised: August 13, 2013

4 Contact: [Employee/Labor Relations Office](#)

5 **Introduction**

6 For non-faculty personnel, this policy clarifies the authority to grant a leave of absence without pay
7 and the maximum length of such leaves. (*Faculty: see Faculty Handbook, 4.5.3.*)

8 **Policy Statement**

9 Requests for non-faculty leaves of absence without pay are to be submitted to departmental
10 administrators. Except when covered by other university policy, based upon departmental needs, the
11 departmental administrator has the discretion to grant leave for up to one year.

12 Under unusual circumstances, the departmental administrator may extend the leave for an additional
13 year.

14 **Resources**

15 **Links**

- 16 • [Faculty Handbook 4.5.3.](#)
- 17 • [Organized Merit Classification](#)
- 18 • [Leave - Paid or Unpaid](#)
- 19 • [Collective Bargaining Agreement \(AFSCME Contract\)](#)
- 20 • [Employee Benefits](#)
- 21 • [Employee/Labor Relations](#)