

1 Leave of Absence without Pay - P&S

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

4 Updated/Revised: July 1, 2019

5 Contact: [University Human Resources \(UHR\) Employee/Labor Relations Office](#)

6 Introduction

7 For Professional & Scientific personnel, this policy clarifies the authority to grant a leave of absence
8 without pay and the maximum length of such leaves.

9 *Faculty: see Faculty Handbook, 4.5.3. Merit employees: see Regents Merit System Rules, 681-*
10 *3.149(8A).*

11 Policy Statement

12 Requests for Professional & Scientific leaves of absence without pay are to be submitted to the
13 department head and approved through the dean (or equivalent), and senior vice president (SVP).
14 Except when covered by other university policy and based upon departmental needs, the final
15 approver, the SVP/president, has the discretion to grant leave for up to one year in consultation with
16 University Human Resources (UHR).

17 Under unusual circumstances, the SVP/president may extend the leave for an additional year in
18 consultation with UHR.

19 Resources

20 Links

- 21 • [Time and Absence](#)
- 22 • [Vacation Time Off](#)
- 23 • [Flex Time](#)
- 24 • [Office Hours](#)
- 25 • [Employee Benefits](#)
- 26 • [Employee/Labor Relations](#)
- 27 • [Faculty Handbook - see §4.5.3.](#)
- 28 • [Regents Merit System Rules – see §681-3.149\(8A\)](#)

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