



Policy 04:105 – Leave of Absence

The University may provide time off to eligible University faculty and staff to continue their education, to participate in research, grants or fellowships, or due to illness or injury of an employee and/or other personal reasons. Any leave of absence, except for disciplinary leave, must be requested in writing by the employee and approved in advance by the employee's supervisor, division head, and the President. A leave of absence exceeding one year must also be approved in advance by the University Board of Trustees.

A leave of absence may be granted with or without pay. Any approved paid leave extending beyond the current fiscal year is subject to budgetary constraints and/or funding availability except as required by law. Except for military duty, leave without pay is not permitted for an employee to work for another employer. No annual or sick leave accrues during any authorized leave of absence without pay.

Types of Leaves of Absence

- **Sabbatical Leave** – Sabbatical leaves are awarded to faculty and are intended to develop and strengthen the University's academic programs and to provide faculty with opportunities for professional development, scholarly pursuits, and professional and intellectual renewal. Sabbatical leave is the topic of another policy (see Policy 04:110). The *Faculty Handbook* describes the specific procedures for this program.
- **Educational Leave** – Educational leaves are intended to allow employees to pursue further education. Each request for leave is evaluated on its own merits and approval depends upon the evidence provided as to the enhancement of the employee's value to the University as a result of the leave.
- **Extended sick leave (Family and Medical Leave)** is the topic of another policy (see Policy 04:130).
- **Voluntary leave** – Voluntary leaves are leaves granted to employees who have exhausted all available leave, but who, for approved reasons, are not immediately returning to work.
- **Disciplinary leave** – Disciplinary leaves are involuntary leaves granted by the University.

The guidelines, forms and other information for continuation of benefits during a leave of absence are maintained in the Office of Human Resources.

Approved 2/99

Revised 3/08