

## **LEAVES OF ABSENCE**

Granting a leave of absence is a matter of administrative discretion. It is granted only during extreme circumstances and only when there is reasonable expectation that the employee will return to duty. In addition, it should be apparent that it results in increased job ability, protection, or improvement in the employee's health, or the retention of an employee.

An employee may be granted a leave of absence without pay for up to 6 months for purposes of: (1) advanced training, (2) health or disability, or (3) other justifiable causes. An extension may be granted by the President after review of university needs and, in the case of health or disability, medically-documented reasonable expectation that the employee will be able to return to full-time employment. The benefits policies detail how benefits are handled during a leave of absence.

### **Long-Term Disability Leave**

If, upon the advice of the employee's doctor, it appears that the employee is unable to work for longer than 90 days, he/she should seek the assistance of personnel in the Office of Human Resources and Affirmative Action to prepare an application for long-term disability benefits. The application should be prepared at the earliest possible date.

If the employee has sufficient sick and/or annual leave to carry him/her beyond the approved beginning disability date of disability payment, he/she may elect to supplement the disability payments with leave to a maximum of 100% of his/her base pay prior to the disability until such time as his/her leave has been exhausted.

Upon exhausting accrued leave, going on leave without pay, or the beginning of long-term disability payments, the employee ceases to accumulate leave until he/she returns to work.

### **Leave without Pay**

Leave without pay may be granted to an employee for short periods of time when all accrued leave has been exhausted, or in cases when an employee does not accrue leave. This arrangement must have supervisory approval.