

# **CAMERON UNIVERSITY**

## **Leave of Absence Without Pay Policy**

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### **Policy Statement**

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Leave of absence without pay is an approved period of absence from work requested by a regular employee after he/she has exhausted all accrued compensatory, sick and annual leave.

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### **Who Should Know This Policy**

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President  
Vice Presidents  
Deans  
Department Chairs  
Directors

Faculty  
Accounting/Finance Personnel  
All Employees

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### **Responsibilities**

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#### **Responsible for Policy**

University Officer Responsible:

Vice President for Business and Finance

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## **Procedure**

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**STATEMENT OF PURPOSE:** In support of the above policy statement, the following procedures and information are provided.

### **1.0 General**

- 1.1 Leave of absence without pay may be recommended by a supervisor when it appears to be in the best interest of the University. Such leave may not exceed one year in length and may not be for absences of one day or less. The President's approval is required for a leave of absence, with or without pay, and Board of Regents' approval is required for a leave of absence, with or without pay, of more than three months.
- 1.2 Whether the University will continue to pay employer paid benefits during a leave of absence without pay will be determined at the discretion of the President and will be decided based upon what is in the best interest of the University. A period of leave of without pay does not count as service time for computation of retirement benefits, and no leave time will be earned during leave without pay.
- 1.3 Leave of absence without pay may not be used unless all accrued compensatory, sick and annual leave has been exhausted.
- 1.4 When employees are granted a leave of absence without pay for personal reasons, the University will give consideration to reemploying the individual in either the same or a similar position within the recommending department. Prior to granting a leave of absence without pay, departments should carefully consider whether they would be in a position to reemploy the individual at the conclusion of the leave. If the position cannot be held open or filled on a temporary basis, the department should make it clear to the employee and state in a memorandum to the Human Resources Office that the leave of absence without pay is being granted with the understanding that the University is not obligated to reemploy the individual at the conclusion of the leave of absence without pay. A request for a leave of absence without pay may be refused if the request is not in the best interest of the University.
- 1.5 Regular employees on a leave of absence without pay status the day before or the day after a University-approved holiday will not be eligible for holiday pay.

### **2.0 Timekeeping and Recording Responsibilities**

- 2.1 The supervisor must notify the Human Resources Office with as much advance notice as possible of a recommendation for leave without pay. Written documentation, including proper approvals, the leave of absence without pay beginning and end dates, and any special conditions that apply to the leave of absence without pay should be sent to the Human Resources Office.
- 2.2 Employees will record the use of a leave of absence without pay in the same manner as they record the use of other leave on the appropriate time sheet and/or leave request report.

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## **Contacts**

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Policy Questions: Human Resources Office, (580) 581-2245

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## **Policy History**

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### **Policy**

Issue Date:	October 2004
Reviewed, no revision:	February 2016
Revised:	March 6, 2009
Revised:	April 6, 2017