

Employee Leave of Absence Without Pay

Responsible Officer: Vice President for Human Resources

Sponsoring Department: Human Resources

Revision Date: 11 October 2004

Errors or changes to: aim@uta.edu

I. Policy

A leave of absence without pay may be granted to appointed faculty and staff of the University of Texas at Arlington on request, subject to the terms and conditions set forth in this policy.

II. Procedure

- A. With the interests of the institution being given first consideration and for good cause, a leave of absence without pay may be granted for a period within the term of appointment of any faculty or staff member, provided he or she is employed at least twenty (20) hours per week for a period of at least four and one-half (4-1/2) months. This policy does not apply to students employed in positions, which require student status as a condition of employment.
- B. Except for disciplinary suspensions or use of approved Workers' Compensation and military leave, all accumulated paid leave entitlement must be exhausted before granting a leave of absence without pay. Sick leave must be exhausted only in those cases where the employee is eligible to take sick leave, as defined in *Sick Leave Policies* ([Procedure 3-10](#)).
- C. Leaves of absence without pay will be limited to twelve (12) months or extend no later than the end of the fiscal year in which the leave begins.
- D. Leaves of absence for a first year or portion thereof, or a second consecutive year's leave, may be granted by the President, subject to the general conditions included herein. Leaves of absence for a third consecutive year will be granted only in unusual circumstances, such as military service, reasons of health, continued graduate study, and public service or other activity that reflects credit on the institution and enhances an individual's ability to make subsequent contributions to the institution. Requests for a third consecutive year of leave of absence without pay must be reviewed and approved by the appropriate UT System Executive Vice Chancellor.
- E. Subject to financial constraints, the approval of a leave of absence constitutes a guarantee of employment for a specified period of time.
- F. Prior to beginning the leave of absence without pay, the employee must specify what arrangements he or she wishes to make concerning his or her group

insurance overages. Except in the case where the leave has been designated Family Medical Leave, any full calendar month in which the employee is on leave without pay, the employee will not receive premium sharing.

- G. After a return to duty of one year, the leave of absence privilege will again be available subject to the conditions above.
- H. Upon expiration of Family and Medical Leave, as set forth in *Family and Medical Leave Act* ([Procedure 3-16](#)), an employee may be eligible for a leave of absence.
- I. Except in the case of an employee returning to state employment from military leave without pay, any full calendar month in which the employee is on leave without pay will not be counted in the calculation of total state service credit for the purposes of vacation or longevity pay entitlement. No employee shall accrue vacation or sick leave for such month.