A leave of absence without pay that exceeds five (5) working days shall be requested in writing, setting forth the reason for the leave and duration. The maximum discretionary leave of absence shall not exceed six (6) calendar months but may be extended at the discretion of the supervisor, not to exceed one (1) calendar year in total. Unless an exception is authorized by the supervisor, annual leave or sick leave, if applicable, must have been exhausted before leave without pay may be taken.

To return to active employment, the employing department must send a Request for Personnel Transaction (RPT) form to notify Human Resource Services (HRS) of the return date for the employee. If the employee did not continue to pay their health premium, they must contact the HRS Benefits Specialist to complete their CHOICES enrollment form to restart their insurance coverage.

Service with the University is not considered interrupted by authorized leaves of absence. Annual leave and sick leave are not accrued during unpaid leaves of absence. All leaves without pay, regardless of duration, shall be excluded when calculating probationary periods. Employees on leave without pay are ineligible for holiday pay.