

University of Arkansas at Pine Bluff

Faculty/Staff Handbook

Policy: **LEAVES OF ABSENCE WITHOUT PAY**

Policy #: **9.7**

The President may grant an employee's written request for a leave-of-absence without pay not to exceed six months unless granted in accordance with the provision for military leave. In appropriate cases, additional unpaid leave will be considered as a form of reasonable accommodation for qualified individuals with disabilities on a case-by-case basis. Leave without pay is not to be granted, except in the case of maternity leave (See Section I of this Policy), until all of the employee's accumulated annual leave has been exhausted, and any employee on leave-of-absence without pay does not accumulate annual leave nor participate in the group insurance programs to which the University makes a contribution nor receive pay for any legal holidays. An employee may continue with the insurance programs by paying the entirety of those costs provided that arrangements have been made in advance with the Personnel Office to assume full payment of the premium costs.

The President, upon the recommendation of a Chancellor, may place an employee in a leave-without-pay status for disciplinary reasons in accordance with the written personnel policies of the unit involved. In this instance the individual is not required to exhaust annual leave and sick leave before being placed in leave-without-pay status.

Employees who do not report to work because of inclement weather conditions may elect to use leave without pay" in lieu of "annual leave" with approval from their supervisor. Absences due to inclement weather will be treated as an "excused absence."

You must use all of your accumulated annual leave before you take leave without pay, except when the leave qualifies as maternity leave, certain types of military leave, when the leave is for disciplinary purposes, or for absences due to inclement weather. You will not earn annual leave or sick leave if you are on leave without pay for ten or more days during a calendar month. You will not be paid for official University holidays while you are on leave without pay.

When you are on leave without pay, you may continue to participate in the University's group insurance programs. However, you must pay the total cost (your part and the University's matching part) of your coverage for any month when you are on leave without pay for ten or more consecutive days. For those benefits provided by the University, with no employee contribution (basic life insurance and long-term disability insurance), you must pay the amount of the University's contribution or risk loss of coverage, except when those benefits are protected by FMLA regulations.

If you fail to report to work promptly at the end of an agreed-upon period of leave without pay, your employment with the University may be terminated. If there is good reason for the delay, the University may extend your period of approved leave. The Chancellor and the U of AR System President must approve the extension if it causes your total leave to exceed six months.

Resource(s): Board Policy 420.1,
Approved by:
Approval date:
Custodian: Human Resources