

Policy Manual

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III-21.1 General

(Amended 10/14; 7/29/24)

Effective July 29, 2024, this policy has been revised. For the most current version without redlining, return to [III-21.1](#).

- a. The term "leave of absence" applies, in most cases, to leaves of absence without compensation. Rules covering such leaves are given in [III-21.2](#).

The University is without the authority to pay any person except for services rendered. Authorized absence is for the convenience of the employee leaving or because of inability to perform job duties. Ordinarily, an employee is expected to apply sick or vacation benefits to such leave. Leaves are intended to be used for a specific time period of some duration.

Requests for leaves of absence, with or without compensation, should, when feasible, be authorized by the supervisor or designated department administrator and Human Resources (HR) Unit Representative in advance of the intended leave. Documentation supporting a leave may be required of the employee. Ordinarily, benefits for regular, benefit-eligible positions are discontinued for any month in which the employee is absent without compensation for the full calendar month. However, when an employee is absent on approved FMLA leave, the University continues to contribute its portion of the ~~major medical~~ insurance **benefit cost**. ~~Employees may make benefit payment arrangements in advance with the University Benefits Office.~~

- b. Exception. This policy III-21 does not supersede, affect, or apply to [III-22.7](#) Family Medical Leave Act Leave.