

Pursuant to 9/7/2022 Board of Curators approval of the staff leave plan design,

“Non-material changes to related CRRs appropriate for implementation of this recommended action may be made with the approval of the Vice President of Human Resources or designee, subject to review and approval by the Office of General Counsel that the changes do not alter the substantive legal or policy effect of the rules and regulations.”

## 340.100 Leave Without Pay

Revised Bd. Min. 10-9-81; Amended Bd. Min. 7-22-83; Amended Bd. Min. 9-26-97; Bd. Min. 5-24-01; Bd. Min. 6-5-09; Amended 7-28-20; [Amended 1-1-24](#).

- A. **Eligible Employees** -- Any regular administrative, service and support employee may be granted a leave of absence without pay when approved by the proper authority in order to preserve the employee's employment rights and benefits.
- B. **Conditions for Granting Leave**
1. All leaves of absence without pay of 30 calendar days or more must be approved by the Board of Curators or their delegated representative. Such leaves in excess of thirty (30) calendar days will become effective retroactive to the first day without pay. Leaves of absence of less than 30 days may be handled as an excused absence. (See Section 340.010 tardiness and absence.)
  2. A leave of absence may be granted for a period not to exceed one year but may not extend past the ending date of the employee's appointment. When Long-Term Disability benefits commence, a leave of absence ends.
  3. Extensions of approved leaves of absence, not to exceed one year each or extend beyond the ending date of the employee's appointment, must be approved by the Board of Curators or its delegated representative.
  4. A leave of absence without pay may be granted when the requirements of the department permit and when such leave is for prolonged illness or injury extending beyond accumulated [paid time off](#); maternity cases; or for any exceptional personal or institutional reason if requested by the employee and recommended by the dean, director or administrative head, and approved by the appropriate authority.
  5. An employee in a unit which periodically and temporarily closes down or reduces the extent of its operation for specific periods of time not in excess of three months may be granted a leave of absence during these periods when it is agreed that the employee will return to work at the earliest date the employee's services are required. Leaves for temporary close-downs may not be extended beyond the period of three months.

Deleted: vacation or sick leave