

**Florida Agricultural & Mechanical University
Board of Trustees Policy**

Board of Trustees Policy Number: 2005-21	Date of Adoption/Revision: October 6, 2005/December 4, 2007
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Subject	Leave of Absence Without Pay
Authority	Sections 1001.74 and Chapter 1012, Florida Statutes
Applicability	Full-time employees of the University

1. Purpose and Applicability

- A. This policy governs voluntary leaves of absence without pay for regular, full-time employees of the University. It further provides a means for departments to offer employees excused leave without pay when exceptional circumstances as education, family or other unusual personal or health needs are deemed justified.
- B. Leave without pay for family and medical reasons shall be granted to eligible employees in accordance with applicable state and federal law, and shall be governed by the University's Policy on Family and Medical Leave.

2. Policy - The University will consider requests for unpaid leaves of absences from regular employees who have at least one year of continuous service. Approvals for such leaves of absences shall be as follows:

- A. The President or the President's designated representative may grant leaves of absences without salary on the recommendation of the Provost/Vice President of Academic Affairs, and respective Vice Presidents for periods of up to one (1) month.
- B. Only the President may grant a leave of absence that extends beyond the above one month period in paragraph A, but does not exceed the three (3) month period as provided in paragraph C.
- C. Only the Board of Trustees may grant leaves exceeding three (3) months in duration and extension of leaves beyond one (1) year for faculty or other employees. Appropriate requests may be made on recommendation by the faculty member's department chair, the dean, the provost, and the president. Appropriate requests shall be made on the recommendation for non-instructional University employees by the employee's immediate supervisor, the provost, respective vice president and the president.
- D. Leaves of absence for faculty and employees will be reported to the Board of Trustees.

3. Types of Leave

The University grants leaves of absences for these reasons: parental, medical, educational, military service, and personal. These leaves of themselves are unpaid; however, when approved, employees may use other accrued leave, e.g. accrued vacation or sick time.

BOT POLICY: Leave of Absence without Pay	POLICY NO:	PAGE:
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- A. **Personal leave** - A full-time employee may be placed on personal leave without pay at a department's or work unit's discretion. Extra time off in conjunction with paid vacation or time off to take care of family circumstances are examples of situations which may be the basis for the granting personal leave.
- B. **Professional or Educational Leave** – In accordance with collective bargaining agreements and other applicable University criteria, a full-time employee who has worked for the University at least six (6) years may be granted a leave of absence by the University to pursue activities or educational courses that will enhance the employee's value to the University.
- C. **Military Leave** - In accordance with applicable federal and state laws and other University policies and procedures, an employee shall be provided with military leave for active service with the United States Armed Forces.

4. **Leave of Absence without Pay**

- A. **Length of Leave** - Each leave of absence without pay must be for a definite period with specific starting and ending dates. A leave of absence without pay cannot extend beyond the end of a fixed-term appointment. All leave time must fall within the time of the employee's appointment, and must be taken without interruption. Any proposed leave of absence without pay, for any length of time, must have the prior approval of the employee's supervisor.
 - 1. **Procedures** - With the exception of unforeseen situations, wherever possible an individual requesting leave under this policy should submit a written request to the his or her supervisor at least three (3) months prior to the expected beginning date of the leave, or as soon as practical.
- B. **Termination of Leave by Layoff** - When a layoff situation occurs in a department while an employee is on a leave of absence, normal layoff procedures will apply and will include the employee on leave. If a leave is terminated by layoff the standard provisions for severance, if any, reemployment and benefits continuation are applicable.
- C. **Failure to Return from Leave** - When an employee does not return to work at the end of a leave, or when a department learns that an employee will not return, the department or work unit initiates a termination of the leave and of the individual's employee status, citing the reason for the employee's separation.

5. **Benefits Continuation During Unpaid Absences**

Employees should make advance arrangements with human resources regarding their benefits prior to starting a leave without pay. Benefits mean medical, dental, life, and disability coverage and contributions to the employee's retirement plan.

- A. **Benefits Continuation** - Benefits of the employee may continue during a leave of absence without pay. Employees must make the necessary arrangements through human resources and pay required premiums promptly for leaves of thirty days or longer.

6. Guide to Supervisors and Administrators

- A. **Records** - Documentation such as written request for leave or evidence should be retained in the employee's official file in human resources. PeopleSoft or other recordation system used by the University should reflect both paid and unpaid absences indicating the type of leave and the period of absence.
- B. **Work Schedule Modification** - Supervisors and administrators should adhere to University regulations and policies and governmental requirements regarding overtime pay when modifying a nonexempt employee's work schedule to provide the employee with personal time off.

7. Non-Applicability

Leave of absences, paid or without pay, related to a sabbatical or professional or administrative development, is governed by other applicable policies of the University.