

REQUEST FOR LEAVE OF ABSENCE WITHOUT PAY PROCEDURES

Full-time/Partial Leaves of Absence

Form 107 (Application for Leave of Absence for Staff and Management Employees) must be completed to request leaves of absence without pay.

Military Leaves

Form 107 (Application for Leave of Absence for Staff and Management Employees) must be completed to request military leaves.

Extensions of Previously Approved Leave of Absence

A new Form 107 (Application for Leave of Absence for Staff and Management Employees) must be completed when requesting an extension of a previously approved leave of absence.

Return to Work Prior to Expiration Date of Approved Leave of Absence

A new Form 107 (Application for Leave of Absence for Staff and Management Employees) must be completed when requesting to return to work prior to the expiration date of an approved leave of absence.

Signature Process

The Form 107 (Application for Leave of Absence for Staff and Management Employees) requires signatures from the immediate supervisor or department chair, the unit administrator or Dean, and the Director of Human Resources with final approval granted by the appropriate vice president. Recommendations, comments and signatures must be made within five working days of receipt of the Application for Leave of Absence for Staff and Management Employees.

Notification

The employee requesting a leave of absence will receive written notification from the Director of Human Resources regarding the disposition of their request within 30 days of the applicant signature date on the Form 107 (Application for Leave of Absence for Staff and Management Employees). The employee will also receive a completed copy of the Form 107.

Additional Information

Each Collective Bargaining Agreement contains additional information regarding leaves of absence without pay.