

LEAVE WITHOUT PAY

I. Purpose

The purpose of this policy is to establish procedures for granting a leave of absence without pay for an employee of any campus, division or unit of the University of Arkansas System.

II. Approval of the President and Duration

The President's approval is required for any employee's written request for a leave-of-absence without pay not to exceed six months unless granted such leave is requested 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., the Family and Medical Leave Act (FMLA) or the Americans with Disability Act (ADA). For classified employees, such leave may not exceed six months. For all other employees, such leave may not exceed 12 months.

III. Limitations

Leave without pay is not to be granted, except in the case of a maternity-leave-related health condition (See Section IV. B. of this Board Policy 420.3), until all of the employee's accumulated annual leave has been exhausted, and any employee on a 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, or receive pay for any legal holidays. An employee may continue participating with the insurance programs by paying the entirety of those costs provided that arrangements have been made in advance with the Personnel Office campus human resource office to assume full payment of the premium costs.

IV. Disciplinary Actions

The chief executive office of a campus, division or unit may place an employee in a leave-without-pay status for disciplinary reasons consistent with other Board and UA System Policies and Procedures and in accordance with the written personnel employment 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.