

LEAVES OF ABSENCE WITHOUT PAY

Leave of absence without pay may be granted to employees for good cause. Such leaves will be approved based upon the ability of the granting department to continue to provide on-going and necessary services. Employees may be required to take any part or all of accrued annual, sick, and/or compensatory leave prior to being granted leave without pay.

The request for Leave Without Pay (O) should include a listing of the reasons needed and the duration of the leave. The term of the leave may not extend beyond the period for which support is committed to the position or contract. Good cause for granting leave of absence without pay may be interpreted to include but not be limited by the following: extended illness; need to provide care for family members; education which will directly increase job effectiveness; adoption of children; or in special situations, temporary employment outside the University when it is in the interest of public service and/or will be beneficial to the University upon the employee's return. Leaves of absence without pay may be granted under FMLA.

Criteria to be Used to Evaluate Leave Without Pay Requests

1. The effect upon the department if leave without pay is granted;
2. The recommendation of the immediate supervisor;
3. The length of University employment and prior leave history;
4. The probable effect of the leave as it will benefit or disadvantage the University.

Service Credit and Leave Accrual

Leave without pay does not count as credited service for leave accrual or retirement purposes. Service before and after leave without pay will be combined to determine leave accrual rates and total service.

Annual and sick leave do not accrue during a period of leave without pay. Membership in the retirement systems is suspended. Contributions may not be withdrawn from the state retirement systems without the action being considered as a termination or resignation from employment.

Reporting of Leave Without Pay

A Payroll Action Form B from the Department of Human Resources should be completed and processed for classified employees on leave without pay. The employee should contact the insurance office to continue insurance coverage during LWOP. Leave Without Pay (O) should be marked on the Report of Classified Leave Form and submitted to payroll with the time sheet.

Leave without pay for tardiness should be reported on the time sheet as AWOL (Absent Without Leave)(W).

All written records pertaining to the leave request must be maintained in departmental files.

Failure to Return to Work at the Expiration of Leave

If an employee who has been granted leave fails to report to duty on the first working day following the expiration of leave, he/she shall be considered as having deserted his/her position and shall be removed from the position.

The University of Louisiana at Monroe may, for any reasonable cause, or at the request of the employee, curtail a period of leave of absence without pay, provided such curtailment is in the best interest of the University and proper notice is furnished to the employee (except in the case of Family and Medical Leave). The employee's adjusted service date is corrected to reflect actual state service when the employee returns to duty.

Leave of Absence for Holidays

Employees eligible for holiday pay must be in a paid work status (i.e. actually work the day or be on paid leave) the last normal work day before a holiday or the first normal work day after the holiday in order to receive pay for the holiday. Employees on leave without pay before and after the holiday shall not receive pay for the holiday.

Unapproved Leave Without Pay

Employees who are absent from the work place without prior supervisory approval will be considered to be Absent Without Leave (AWOL). Disciplinary action may be imposed against an employee for an unapproved absence and/or for unauthorized leave without pay.