

# Unpaid Personal Leave

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Any full-time or pro rata faculty or staff member may request an unpaid leave of absence. The leave shall not ordinarily be longer than one year, although the University may grant longer full-time and part-time unpaid leave. A request for an unpaid leave must be submitted in writing to the employee's supervisor no later than February 15 of the academic year preceding that for which the leave is requested. Final approval of the leave is made by the President in consultation with the supervisor. Certain leaves of absence for family and medical reasons may be addressed through the University's Short Term Disability plan and/or the Family Medical Leave Act.

While an individual is on unpaid leave, the University does not pay for any of the employee's fringe benefits unless a contrary agreement has been mutually agreed to in writing by the employee and the University. Paid Time Off (PTO) benefits do not accrue during any period of unpaid leave. Fringe benefit continuation during an unpaid leave of absence is determined by the University's contract with each benefit provider.