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| The University of North Texas at Dallas Policy Manual | Chapter 5.000 |
| 5.017.10 Leave of Absence Without Pay | Human Resources |

Policy Statement. The University of North Texas at Dallas may grant a leave of absence without pay under applicable federal or state law, or at the discretion of the employing department. A leave of absence without pay is an authorized, temporary release of an employee from the payroll.

Application of Policy. This applies to all regular staff members.

Definition(s).

Regular Staff Member. “Regular Staff Member” means an employee who is scheduled to work at least 20 hours per week for a period of at least 4 ½ continuous months and is not employed in a position for which the employee is required to be a student as a condition of the employment.

Procedures and Responsibilities.

1. **Requests for Leaves of Absence Without Pay.** A leave of absence without pay must be requested in writing and may be granted to regular staff after all appropriate paid leave and compensatory time has been exhausted. The duration of the leave may not exceed 12 months.

Responsible Party: Employee and Supervisor

2. **Benefits Administration.** The administration of an employee’s benefits during a leave of absence without pay shall be as follows:
 - 2.01. Except for situations involving disciplinary suspension, disability, active military duty, and workers’ compensation, all accumulated leave must be expended before an employee is granted a leave of absence without pay.
 - 2.02. Sick leave must first be used only if the employee is taking leave for a reason for which the employee is eligible to take sick leave.
 - 2.03. The President may grant exceptions to the limitations of this section if the employee is taking the leave for a reason such as: working for another state governmental entity under an interagency agreement or for educational purposes.
 - 2.04. Vacation or sick leaves are not accrued during a leave of absence without pay. However, if the employee has any fraction of paid employment in a

month, it does not constitute a break in continuity of employment and he or she will be credited with sick leave and vacation entitlement for that month.

- 2.05. Except for military leave without pay, a full calendar month during which an employee is on leave without pay is not counted in computing total state service for purposes related to longevity pay, or the rate of accrual of vacation leave or continuous state service for purposes related to merit salary provisions or vacation leave.
- 2.06. No compensation is given for holidays during a leave of absence without pay.
- 2.07. Contributions to the employee's retirement program are suspended until the individual returns to work.

Responsible Party: Supervisor and Human Resources

3. **Return to Work.**

- 3.01. Failure to return to work upon expiration of approved leave will be considered a voluntary termination of employment.
- 3.02. An employee who returns to employment at the termination of a leave of absence without pay will be reinstated in the same position he or she formerly held, or in a position of similar status and pay.

Responsible Party: Employee and Human Resources

References and Cross-references.

Rules and Regulations of the Teacher Retirement System of Texas and Employee Retirement System of Texas

Texas Government Code § 661.904

Texas Government Code § 661.909

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