

WEST LIBERTY UNIVERSITY BOARD OF GOVERNORS
POLICY 36: LEAVE OF ABSENCE WITHOUT PAY

STATEMENT:

A full-time regular, benefits eligible employee, upon application in writing and upon written approval from the President or his/her designee may be granted a continuous leave of absence without pay for a period of time not to exceed one year. **If granted because of illness, all accumulated sick leave must be used.** All requests for unpaid leave must be reviewed by the Human Resources Office prior to leave being granted.

PROVISIONS:

- I. The University may require the written approval of the immediate supervisor or College Dean before accepting the written application of an employee for a leave of absence without pay.
- II. The President or his/her designee, shall determine if the purpose for which such a leave is requested is proper and within sound administrative policy and practice.
- III. At the expiration of leave of absence without pay, the employee shall be reinstated to the same or comparable position unless a position is no longer available due to a reduction in staff caused by curtailment of funds or a reduced workload. Failure of the employee to report within three working days upon the expiration of a leave of absence without pay, except for satisfactory reasons submitted in advance, shall be cause for termination of employment by the institution for "job abandonment."
- IV. Any period of unpaid leave approved for reasons deemed appropriate under the Family and Medical Leave Act (FMLA) for an eligible employee will count first toward the 12 weeks of unpaid leave as provided for by the Act.
- V. Employees on leave under this policy do not accrue annual leave, sick leave, increment credit, or years of service credit for any period for which they are off payroll.

Approved by the WLSU Board of Governors on 12/11/06.

REPEAL
Combine with BOG Employee Leave