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| CHAPTER 2 | SECTION NO. |
| College Personnel – Personnel General | 2.13 |
| REFERENCE | <i>Adopted: October 1994; October 12, 2010</i> |
| 2.13.19.04 Leave Without Pay | <i>Reviewed: September 14, 2010</i> |
| | <i>Revised:</i> |

The Board or its designee may, at its sole discretion, grant an employee, upon request, a leave of absence for a specified duration without pay and under such conditions as the Board may specify.

A request for a leave of absence without pay by an employee shall be initiated by submitting a written request for the leave to the appropriate supervisor with a copy to Human Resources and the appropriate Vice President or President. The request should include a summary of the reasons why the employee seeks the leave. If requested, the employee shall provide a summary of his or her objectives in seeking the leave and those accomplishments he or she expects to achieve if the leave is approved by the Board.

The Board or its designee will notify the State Universities Retirement System if an employee is placed on an approved unpaid leave of absence. Under no circumstances, however, shall the Board be obligated to retain funds or make any contribution whatsoever to the State Universities Retirement System on behalf of an employee during such a leave. In addition, an employee on an unpaid leave shall be responsible for payment of the entire cost of any insurance coverage during any unpaid leave of absence.

Employees covered by a collective bargaining agreement will have this policy administered consistent with their respective agreements.