

**3344-61-10 Leaves of absence without pay.**

- (A) Professional staff members may apply for the following leaves of absence without pay. Requests for leave without pay for illness are subject to medical verification. Certain university benefits may continue during a period of leave without pay that is not covered by the Family Medical Leave Act consistent with the provisions of the consolidated omnibus budget reconciliation act of 1986 (COBRA) provided that the professional staff member on leave makes timely premium payments.

Medical leave. Professional staff who are injured, physically incapacitated, or unable to work for other reasons of a medical nature may apply for and shall be granted an unpaid medical leave of absence the duration of which is based on medical necessity as determined by the university's leave administrator. The university shall require proof of illness or injury. Medical leave may not exceed six months inclusive of medical leave protected by the Family and Medical Leave Act.

- (B) Disability. If disability due to illness or injury is expected to extend beyond three months, the staff member may apply for disability benefit through the university's disability administrator and state retirement systems.
- (C) Family and medical leave. The university complies with the requirements of the Family Medical Leave Act. The university retains the right to implement regulatory technical corrections as necessary to comply with the law.
- (D) The Family Medical Leave Act provides eligible staff members with up to twelve weeks (four hundred eighty hours) of unpaid leave for certain family and medical reasons. After accrued sick leave, vacation leave and compensatory time are exhausted, the balance of the twelve week FMLA leave period shall be unpaid.
- (E) Extended leave of absence. Professional staff may request additional leave of absence to continue leave beyond the twelve week FMLA leave period not to exceed six months from the date sick leave is exhausted or medical leave period as conditions or

obligations related to personal or family illness or injury, child care after birth, or placements for adoption.

- (F) Applications for leaves described in this rule must be requested from the department of human resources. Completed applications must be approved by the supervisor, unit head, vice president or provost and returned to the department of human resources. Leave may be granted at the discretion of the assistant vice president department of human resources or designee.
- (G) Special leaves. Leave without pay may be granted in extraordinary circumstances for study, research, election or appointment to public office, or for other personal or professional reasons subject to appropriate approvals. The board of trustees upon recommendation of the president has the authority to grant special leaves without pay. Applications must have recommendation for approval from supervisor, unit head, assistant vice president of human resources, and vice president or provost, prior to being submitted to the president.

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