

# Leave of Absence without Pay

**System Regulation:** 31.03.04

**Approved:** February 13, 1998

**Most Recent Revision:** October 17, 2023

**Next Scheduled Review:** October 17, 2028

**Responsible University Office:**

Human Resources

**Responsible University Administrator:**

Chief Human Resources Officer

The university president or his or her delegate approves requests for leaves of absence without pay. Except for disciplinary suspensions, active military duty, and leave covered by workers' compensation benefits, a faculty member must exhaust accumulated paid sick leave and sick leave pool time before a leave of absence without pay will be granted. Such leaves may be designated as unpaid parental leave or unpaid family and medical leave if the faculty member meets eligibility requirements. Except for military training and duty, unpaid leaves of absence will be limited to 12 months in duration. The president may grant exceptions to the above limitations in certain circumstances (See System Policy [31.03.04](#) for more information).

A faculty or staff member may be granted a leave of absence without pay for foreign service with the United Nations, the United States Government, international development foundations or other recognized international technical assistance agencies. Such a leave of absence may be granted for up to one year, and the employee may request extensions on a year-to-year basis.