



## **Unpaid Personal Leave of Absence**

Employees not otherwise eligible for FMLA or other leaves or time off (i.e., vacation, sick leave) may request an unpaid personal leave of absence of up to 30 days. All appropriate earned and/or qualifying leave or time must be used before the employee requests a leave under this policy. Unpaid personal leave is granted at the discretion of the university; it must not seriously disrupt the university's operations and may be cancelled for business necessity.

Requests for unpaid personal leave must be made in writing to the immediate supervisor, generally no less than two (2) weeks before the leave is to begin. Leave is not approved until the supervisor, the division vice president and the Office of Human Resources sign off.

Leaves granted under this policy may affect benefits and the accrual of vacation, sick time, etc. In addition, employees may be required to make additional payments to continue some benefits. Employees requesting leave under this policy must contact the Office of Human Resources to discuss benefit implications and arrange for continuation of benefits.

If leave is requested for medical reasons, the employee will be required to provide medical certification and may be required to provide updated health care provider statements about ability to return to work, submit to additional medical evaluations and/or provide access to medical records.

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