Policy Statement. The University recognizes conditions may occur in the life of a faculty member that results in a need to request time away in the form of a leave without pay. On such occasions, when the faculty member can reasonably be expected to return to duties following the absence, the University may grant such a leave of absence. This should be done rarely, and only when the ongoing needs of the institution can be addressed by other means.

Application of Policy. All Faculty.

Definitions.

1. Faculty. “Faculty” refers to persons employed by the University of North Texas on a full-time basis, classified as faculty, and whose duties include teaching, research, and/or administrative service, including professional librarians. The term does not refer to persons employed in positions in the institution's classified personnel system.

Procedures and Responsibilities. Full-time or part-time leaves of absence without pay may be granted to members of the faculty for study, research, writing, convalescence, or other suitable purpose upon the recommendation and succeeding approval of the department chair (or program administrator), dean, provost, and university president for a period not to exceed one year. Such leaves may be extended for an additional year upon recommendation and succeeding approval of the department chair, dean, provost, and university president. Leaves for a period to exceed two years may not be granted without prior approval of the Board of Regents.

Each fall semester the President of the University shall make a report to the Board of Regents which summarizes for the record the leaves without pay which have been granted for the previous academic year. Such reports shall include the name, rank or title, and approved leave period for each member of the faculty to whom leave without pay has been granted.

Responsible Party: President, VP for Academic Affairs

References and Cross-references.
UNT Policy 05.069 Leave of Absence without Pay

Approved: 5/20/1981
Effective: 8/5/2014
Revised: 8/94*; 8/98*; 8/02; 8/14
*Reviewed with no change