



Policy Chapter: Chapter 5 Human Resources

Policy Number and Title: 05.069 Leave of Absence without Pay

I. Policy Statement

It is the policy of the University of North Texas to grant eligible employees a period of unpaid leave during which employment is protected when in the best interest of the University and for good cause, subject to fiscal constraints.

II. Application of Policy

Regular staff

III. Policy Definitions

A. Leave of Absence

“Leave of absence,” in this policy, means an authorized period of twelve (12) months or fewer when an employee is not performing service for or on behalf of the University and is not receiving salary or benefits.

B. Professional Development

“Professional development,” in this policy, means undergraduate or graduate study, fellowships, employment with another governmental entity under an interagency or intergovernmental agreement, or other educational purposes that increase the effectiveness or professional growth of the employee.

C. Public Service

“Public service,” in this policy, means work performed on behalf of a charitable or non-profit organization, or governmental entity, that is in the public interest.

D. Regular Staff

“Regular staff,” in this policy, means an employee who is scheduled to work at least twenty (20) hours per week for a period of at least four and one-half (4 ½) months and is not employed in a faculty position or in a position for which the employee is required to be a student as a condition of employment.

IV. Procedure and Responsibilities

A. Reasons for Leave

A leave of absence may be granted for medical reasons, professional development, public service or other activities that benefit the University, or other compelling reasons. y. Unpaid military leaves of absence are covered under the UNT military leave policy.

B. Duration of Leave

A leave of absence for medical or personal reasons may be granted to a regular staff member for a period not to exceed 26 weeks in duration. A leave of absence may be extended for an additional 26 weeks for upon approval. In some circumstances a leave of absence may exceed 26 weeks, subject to the President's approval but in no instance will exceed a duration of twelve (12) months.

Leave of absence for up to twelve (12) months may be granted for a regular staff member to work for another state governmental entity under an interagency agreement or for educational purposes. This type of leave of absence may be extended up to an additional year where the granting of the extension would benefit the University.

C. Approval

All requests for a leave of absence must be made in writing and include the dates the leave will begin and end, the purpose of the leave, and any documentation necessary to support the request. Request must be submitted to the employee's department head. .

All requests for a leave of absence lasting up to twelve (12) weeks must be approved by the employee's department head. Requests for leave lasting longer than twelve (12) weeks and up to 26 weeks must be approved by the department head and by the division Vice President. Requests for extension of a leave of absence beyond 26 weeks must be approved by the employee's department head, division Vice President, and President.

D. Returning from Leave

An employee who returns to work at the end of a leave without pay will normally be reinstated in the same position the employee formerly held, or in a position of similar status and pay, if one is available. If circumstances make it impossible or unreasonable to restore the employee to the same or equivalent position, the employee will be given a similar position that is available. Examples of impossible or unreasonable circumstances include, but are not limited to, reorganization, dissolution of a program, or other reduction in force measures (see [UNT Policy 05.027, Reduction in Force](#) for details pertaining to reduction in force measures).

Failure to return to work upon expiration of approved leave of absence will be considered a voluntary termination of employment.

E. General Provisions

An employee requesting a leave of absence is subject to the following provisions:

1. Exhausting Paid Leave

An employee must exhaust all applicable accrued leave and any additional eligible approved paid leave before a leave of absence will be granted. Exceptions include:

- a. sick leave, sick leave donation, sick leave pool, and family leave pool may be used only as provided by UNT policy;
 - b. disciplinary suspensions;
 - c. active military duty; or
 - d. leave covered by workers' compensation benefits.
2. Accruing Paid Leave
 - a. If an employee is paid for any portion of a month, they will accrue vacation and sick leave for that month.
 - b. If an employee is on leave of absence for a full calendar month, the employee will not accrue vacation or sick leave for that month.
 3. Accruing State Service Credit
 - a. A partial calendar month during which an employee is on a leave of absence does not constitute a break in continuity of employment for state service and the employee shall accrue state service for the entire month.
 - b. An employee will not accrue state service for any full calendar month while on leave without pay.
 4. Notification

An employee on a leave of absence must immediately notify the employee's supervisor of any change in circumstances that affects the employee's leave status.

F. Department Responsibilities

The supervisor of an employee who is on leave of absence for ten (10) working days or less must dock the employee's timesheet for the hours missed while on leave of absence.

The employee's department must submit any leave of absence lasting for more than ten (10) working days through the payroll process.

G. Benefits Administration

An employee requesting a leave of absence for any reason should contact Human Resources as soon as possible to discuss benefit options during leave.

1. Group Insurance

Employees are not eligible to receive the state contribution for insurance premiums while on a leave of absence and will be billed directly by the State of Texas' insurance administrator during any full calendar months of unpaid leave unless the leave is approved under the Family and Medical Leave Act.

2. Holidays

Employees are not eligible to receive holiday pay during unpaid leave.

V. References and Cross-References

[Texas Government Code § 661.909](#)

[UNT Policy 05.020, Return to Work](#)

[UNT Policy 05.027, Reduction in Force](#)

[UNT Policy 05.029, Absence/Attendance](#)

[UNT Policy 05.033, Staff Employee Discipline and Involuntary Termination](#)

[UNT Policy 05.049, Military Leave](#)

[UNT Policy 05.050, Sick Leave](#)

[UNT Policy 05.064, Family and Medical Leave](#)

[UNT Policy 05.067, Holidays](#)

[UNT Policy 15.005, Worker's Compensation Insurance](#)

VI. Revision History

Policy Contact:	Asst VC & Chief HR Officer
Approved Date:	05/01/1983
Effective Date:	04/15/2014
Revisions:	08/1995, 08/1997, 08/1998, 03/1999, 09/2002, 06/2004, 11/2012, 04/2014, 01/12/2022, 03/29/2022