



Policy Chapter: Chapter 6 Faculty Affairs

Policy Number and Title: 06.011 Faculty Leaves of Absence Without Pay

I. Policy Statement

UNT 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, UNT may grant such a leave of absence when the ongoing needs of the institution can be satisfied by other means.

II. Application of Policy

All Faculty.

III. Policy Definitions

A. Faculty

"Faculty," in this policy, refers to persons employed by UNT on a full-time basis, classified as faculty, and whose duties include teaching, scholarship, and/or administrative service, including professional librarians. The term does not refer to persons employed in positions in the institution's classified personnel system.

B. Leave without Pay

"Leave without Pay," in this policy, means a period of twelve (12) months or fewer when a faculty member is not performing service for or on behalf of the University and is not receiving salary or benefits.

C. Leave of Absence without Pay

"Leave of Absence without Pay," in this policy, means a continuous period of time in excess of twelve (12) months when a faculty member is not performing service for or on behalf of the University and is not receiving salary or benefits.

IV. Policy Responsibilities

A. General

1. Eligibility

Leave without pay and leave of absence without pay may be granted to a member of the faculty for study, scholarship, writing, convalescence, disability accommodation, or other suitable purpose in accordance with this policy and state law. Except for active military duty and leave covered by worker's compensation benefits, all applicable accumulated paid leave entitlement must be used before the start of leave without pay or leave of absence without pay status, including leave granted under the sick leave pool policy. Sick leave and sick leave pool must be used before the start of leave without pay or leave without absence without pay status only when the faculty member is taking leave for a reason for which sick leave is authorized. An employee does not

accrue vacation or sick leave for a full calendar month during which the employee is on leave without pay.

2. Request for Leave

A request for leave without pay or leave of absence without pay 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. The eligible faculty member should determine if a “stop the clock” request (for tenure-system faculty, [UNT Policy 6.004, Faculty Reappointment, Tenure, Promotion, and Reduced Appointments](#)) is needed and if so complete the request using the form.

3. Benefits Administration

Faculty scheduled for leave without pay or leave of absence without pay status should contact the Human Resources Department to discuss benefits administration during the scheduled leave time.

4. Length of Leave

A leave without pay may be granted for a period not to exceed twelve (12) months and may be extended for another 12 months upon the written recommendation of the department chair (or program administrator), dean, and provost, and approval by the president. Leave without pay may be approved for an intermittent period, when doing so does not act to eliminate an essential function of the faculty member’s duties, does not cause a disruption in academic programs, and otherwise is in the best interest of the University.

5. Return to Work

Failure to return to work upon expiration of approved leave will subject a faculty member to discipline up to and including termination.

B. Reporting Requirement

Each fall semester, the president will make a report to the Board of Regents which summarizes the requests for leaves without pay and leaves of absence without pay that were granted for the previous academic year. This report must include the name, rank or title, and approved leave period for each member of the faculty for whom leave without pay was granted.

V. References and Cross-References

[Texas Government Code § 661.909](#)

[UNT System Board of Regents Rule 06.700, Faculty Leaves of Absence](#)

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

[UNT Policy 05.069, Leave of Absence without Pay](#)

VI. Revision History

Policy Contact:	Asst. Vice Provost, Faculty Success
Approved Date:	05/20/1981
Effective Date:	05/20/1981
Revisions:	08/1994, 08/1998, 08/2002, 08/2014, 10/11/2018, 05/20/2025