

Policies of the University of North Texas	Chapter 6
06.011 Faculty Leaves of Absence Without Pay	Faculty Affairs

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.

Application of Policy. All Faculty.

Definitions.

1. **Faculty.** “Faculty” 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.
2. **Leave without Pay.** “Leave without pay,” for purpose of 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.
3. **Leave of Absence without Pay.** “Leave of absence without pay,” for purpose of this policy, means a 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.

Procedures and 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 the leave status, including leave granted under the sick leave pool policy. Sick leave and sick leave pool must be used before the start of leave status only when the faculty member is taking leave for a reason for which sick leave is authorized.
2. **Request for Leave.** A request for leave 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.

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

Responsible Party: Faculty

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 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 be considered a voluntary termination of employment. In such cases, an individual desiring to return to work will be treated as a new applicant.

Responsible Party: Chair, dean, provost, president

- B. Reporting Requirement. Each fall semester the president shall 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 shall include the name, rank or title, and approved leave period for each member of the faculty for whom leave without pay was granted.

References and Cross-references.

Section 661.909, Texas Government Code
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
UNT Policy 06.004, Faculty Reappointment, Tenure, and Promotion

Forms and Tools. None.

Approved: 5/20/1981
Effective: 10/11/2018
Revised: 8/94*; 8/98*; 8/02; 8/14; 10/11/2018
*Reviewed with no change