BOARD POLICY 420.6

# LEAVE WITHOUT PAY

## I. Purpose

The purpose of this policy is to establish procedures for granting a leave of absence without pay for an employee of any campus, division or unit of the University of Arkansas System.

## II. Approval of the President (or Designee) and Durations

The approval, upon the recommendation of the chancellor or chief executive officer for each campus, division or unit, of the President or designee is required for any employee's request for a leave of absence without pay, unless such leave is requested in accordance with the provision for military leave, the Family and Medical Leave Act, or the Americans with Disabilities Act, in which case the request may be approved by the chancellor, chief executive officer, or a designee. Leave of absence without pay shall not exceed six months, provided that the President or designee may under special circumstances approve leave without pay for a period not to exceed a year.

## III. Limitations

Leave without pay is not to be granted, except in the case of a maternity-related health condition or to bond with a child following birth, adoption, or placement for foster care (consistent with Section IV of Board Policy 420.3), until all of the employee's accumulated annual leave has been exhausted, and any employee on a leave of absence without pay does not accumulate annual leave, participate in the group insurance programs to which the University makes a contribution, or receive pay for any legal holidays. An employee may continue participating with the insurance programs provided arrangements are made in advance with the campus human resource office to assume full payment of the premium costs.

## IV. Disciplinary Actions

The chief executive office of a campus, division or unit may place an employee in a leave-without-pay status for disciplinary reasons consistent with other Board and UA System Policies and Procedures and in accordance with the written employment policies of the unit involved. In this instance, the individual is not required to exhaust annual leave and sick leave before being placed in leave-without-pay status.

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(originally part of 420.1 and 420.2)