



## HUMAN RESOURCES POLICIES AND PROCEDURES

Area: Leave Time

Subject: Leave of Absence without Pay

Applies To: Staff

Sources:

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### PURPOSE

To provide policies and procedures for the granting and use of Leave of Absence Without Pay (LWOP).

### POLICY

Leave of Absence Without Pay may be granted in accordance with the procedures and for the reasons outlined below.

**NOTE:** An approved Leave of Absence Without Pay permits an employee to continue all group insurance in effect and retain "service continuity" for annual leave accrual and service awards. While on LWOP, an employee is not eligible for annual or sick leave accrual, holidays, court leave, military training leave, etc.

### 3.0 CATEGORY

**3.1 Sick Leave of Absence Without Pay** - Regular and Regular/Part-time employees may be granted a leave of absence without pay for an extended period due to sickness, including maternity, after all accrued sick leave and accrued vacation leave is exhausted. Absence exceeding an entire biweekly pay period is considered to be extended. This type of LWOP is normally limited to 30 days (1 calendar month). A physician's statement, outlining the requirement for an estimated period of the absence must be attached to the PAF authorizing the leave. Any extension of the absence, not exceeding a one year maximum time period, must also be supported by a physician's statement.

**3.2 Educational Leave of Absence Without Pay** - Regular (full-time) employees may be granted an educational leave of absence without pay for the purpose of encouraging professional development. This type of LWOP is normally limited to 90 days (3 calendar months). See Developmental Leave 2370.

**3.3 Personal Leave of Absence Without Pay** - Regular and Regular/Part-time employees may be granted personal leave of absence without pay for reasons other than those defined above (generally this LWOP covers absences when the employee has no accrued annual leave). Personal LWOP not exceeding one biweekly pay period must be approved in advance by the Supervisor and/or Department Head. If the Personal LWOP exceeds one biweekly pay period, a written request must be submitted in advance through appropriate administrative channels to the Vice President for approval. A copy of the approval must be attached to the PAF authorizing leave.

**NOTE:** If Personal LWOP exceeds 14 days, the employee must pay the employee's portion of the cost of all insurance that is in effect after the initial 14 day period of absence.

### **3.4 Personnel Notification**

A Personnel Action Form (PAF), with applicable change of status code and estimated return date, must be submitted to Human Resources when any approved LWOP exceeds one biweekly pay period.

**NOTE:** The Leave of Absence Without Pay Notification Form must be completed and signed prior to beginning LWOP. This form should be forwarded to Human Resources with the completed PAF.

### **3.5 Insurance Benefits Continuation**

If continued coverage under the Georgia Southern Group Insurance Plans is desired, the employee beginning LWOP must arrange in advance with the Benefits Office of Human Resources, payment mechanism for premium payments.

### **3.6 Return From LWOP**

When an employee returns from LWOP, another PAF must be submitted to return the employee to active status.

**NOTE:** An employee is expected to return from LWOP on or before the expiration date. If the employee does not return and no other arrangements are made with the Supervisor or Department Head, the employee may be terminated automatically.