

## **Policy 702.7 – Discretionary Leave Without Pay**

Date Adopted: 6/9/09

Issuing Office: Administration & Finance

Date Revised:

Approved By:

References: MOM 3-0330; Collective Bargaining Agreements

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### **I. POLICY**

A University of Montana Western employee may request a leave of absence without pay; such leave may be granted at the discretion of the supervisor and the Vice Chancellor for Administration & Finance/Student Affairs. If leave without pay is granted, it will be administered in accordance with established Human Resource Services policies and collective bargaining agreements.

### **II. PURPOSE**

The purpose of this policy is to allow employees to request supervisor approval for a leave of absence without pay.

### **III. PROCEDURES**

An employee may request a leave of absence without pay, which does not meet the definition of other types of leave provided for in Personnel Policies and Collective Bargaining Agreements. Such leave may be granted at the discretion of the supervisor. A leave of absence without pay that exceeds five (5) working days shall be requested in writing, setting forth the reason for the leave and duration. The maximum discretionary leave of absence shall not exceed six (6) calendar months but may be extended at the discretion of the supervisor, not to exceed one (1) calendar year in total. Unless an exception is authorized by the supervisor, annual leave or sick leave, if applicable, must have been exhausted before leave without pay may be taken.

Employees authorized to take a leave of absence exceeding fifteen (15) working days must complete the Leave of Absence Form and submit it to the Human Resource Services Office prior to the leave. At that time, arrangements may be made for continuation of medical insurance at the employee's expense. Upon return to active employment, employees must notify the Associate Director of Human Resource Services so that the necessary payroll and personnel documents may be prepared.

Service with the University is not considered interrupted by authorized leaves of absence. Annual leave and sick leave are not accrued during unpaid leaves of absence. All leaves without pay, regardless of duration, shall be excluded when calculating probationary periods. Employees on leave without pay are ineligible for holiday pay.

### **IV. AUTHORITY**

MOM 3-0330; Collective Bargaining Agreements

### **V. RESPONSIBILITY**

Vice Chancellor for Administration & Finance/Student Affairs, Associate Director of Human Resource Services, Supervisors