Leave of Absence Approval Considerations

Initial Request for Leave of Absence for 12 Months or Less

When an employee requests an extended leave of absence not otherwise addressed in this procedure, it may be granted at the discretion of the supervisor and higher-level supervisors, as appropriate, for a period not to exceed 12 consecutive months. After the employee’s written request is received by the supervisor, he/she will consult with higher-level supervisors, as appropriate, and approve or disapprove all or a portion of the leave requested after taking into consideration factors which may include the following:

- The reason for the request for leave and whether it is justified;
- The length of the leave requested;
- The impact of the leave on the employee’s organizational unit and the university;
- Past practice of the employee’s organizational unit in granting a leave of absence;
- The employee’s length of service with the university and his/her performance record;
- Previous leaves of absence with and without pay requested.

Request for Leave of Absence/Extension in Excess of 12 Months

Under exceptional circumstances, an employee may request and be granted an initial leave of absence or extension of a leave of absence in excess of 12 consecutive months. Such leave must be approved at the dean/director level or above. Some situations that may warrant such an approval include:

- An illness or injury which is not terminal or permanent and from which the employee is expected to return to work within a specified period of time, as certified by his/her attending physician;
- Attainment of an undergraduate, graduate, or post-graduate degree within a specified period of time which will benefit the University;
- A personal or family hardship which is expected to be resolved within a specified period of time;
- Any activity which will directly benefit the University for a sustained period of time, and/or
- Any other personal or professional reason, as deemed appropriate.