

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.