LEAVE OF ABSENCE WITHOUT PAY

System Regulation 31.03.04, Leave of Absence Without Pay (7/28/04), states:

System component Chief Executive Officers (CEOs) are authorized to approve leaves of absence without pay for employees, subject to the following provisions:

Except for disciplinary suspensions, active military duty, and workers' compensation situations, an employee must exhaust accumulated paid sick leave, vacation, compensatory time and sick leave pool time before such leaves will be granted. Sick leave and sick leave pool time must be exhausted only in those cases where the employee is eligible to take such leave.

Such leaves, except those for military training and duty . . . will be limited to 12 months in duration and will be concurrent with unpaid parental leave and unpaid family and medical leave . . .

Subject to fiscal constraints, approval of such leaves constitutes a guarantee of employment upon expiration of the approved leave so long as the employee is able to perform the duties of the same or similar position. . .

The CEO may grant exceptions to these limitations, including the provision that all paid leave entitlements must be exhausted, for such reasons as interagency agreements or educational purposes or where the granting of an exception would benefit the component.

The CEO may delegate authority to approve requests for leaves of absence without pay.

System Regulation 31.03.04 provides information on topics such as state service credit and leave of absence for foreign service. A separate System regulation exists for military leave: Military Leave and 31.03.06. System regulations are included in the System Policy Manual, which is accessible at http://www.tamus.edu/offices/policy/policies/index.html.

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