

STANDARD ADMINISTRATIVE PROCEDURE

31.03.04.M0.01 Leave of Absence Without Pay

Approved May 1, 1997

Revised July 3, 1998

Revised July 29, 2003

Revised September 30, 2010

Revised October 9, 2013

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Standard Administrative Procedure Statement

This SAP provides the proper process for granting and administering unpaid leaves of absence to Texas A&M University employees.

Procedures and Responsibilities

1. Eligibility for and the requirements necessary for granting Leave of Absence Without Pay must be in accordance with Texas A&M University System Regulation 31.03.04.
2. Employees of Texas A&M may request approval for a leave of absence without pay subject to the following provisions:
 - 2.1. Except for active military duty and workers' compensation situations, accumulated paid leave entitlements, including any approved allotment of sick leave pool hours, must be exhausted before granting leave of absence without pay. Sick leave and sick leave pool time must be exhausted only in those cases where the employee is eligible to take such leave.
 - 2.2. Except for military leave, a Vice President or designee may grant for staff or the Provost and Executive Vice President or designee may grant for faculty a leave of absence without pay for up to a total of twelve (12) months. Extensions of more than twelve (12) months or on a year to year basis require approval by the President.
 - 2.3. Prior to the beginning of an approved leave of absence without pay, the employee is encouraged to consult with Human Resources' Benefits Services to determine the impact of leave without pay on applicable benefits and retirement plans in addition to making arrangements for the continuation of insurance benefits and premium payments.

- 2.4. Staff members should submit requests for leave without pay through their supervisor and department head to their Vice President, or designee, for approval. Faculty members should submit requests for leave without pay through their department head and dean to the Provost and Executive Vice President or designee, for approval.
- 2.5. For an approved leave of absence without pay longer than thirty (30) days, an Employment Payroll Action (EPA) must be submitted and processed through payroll to update the employee's employment status.
- 2.6. Members of the faculty and staff who undertake an international service assignment through an international contract with Texas A&M will not be considered on leave of absence.

Related Statutes Policies, Regulations and Rules

Policy 31.03: *Leaves of Absence*

<http://policies.tamus.edu/31-03.pdf>

Regulation 31.03.04: *Leave of Absence without Pay*

<http://policies.tamus.edu/31-03-04.pdf>

Regulation 31.03.06: *Military Leave and Service*

<http://policies.tamus.edu/31-03-06.pdf>

Contact Office

For information on clarification on this SAP contact Human Resources, Benefit Services at (979) 845-4141 or by email at hrcompbenefits@tamu.edu.

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