

# Leaves of Absence Without Pay

## Employees – Exempt Employee Code

### CWU Policy 305-30

**Effective:** September 5, 2012

**Policy Review Date:** YEAR

**Policy Executive:** Senior Vice President – Finance and Administration

**Responsible Office/Unit:** Human Resources

#### **Policy Statement:**

#### **Applicability:**

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#### **Content:**

Policy

Appendix A – Leaves of Absence Without Pay Procedure

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- (1) Short-term leaves of absence without pay may be approved by the appropriate supervisor for absences from work for which an employee has no applicable leave or leave balance.
- (2) Long-term leaves of absence without pay may be granted for up to twelve months by the appointing authority. Such leaves, which may be renewed in unusual circumstances, shall not generally be granted to employees unless they have been on active full-time service with the university for at least thirty-six (36) months.
- (3) Providing employment has not been terminated during the period of leave, an individual completing such leave shall return to the same employment status that the individual occupied at the commencement of the leave with any across-the-board or other applicable salary adjustments applied in the employee's absence.
- (4) Granting a leave of absence to an employee for any purpose does not constitute or imply, on the part of the university, any greater obligation to resume or continue the employee's employment than had the employee not been granted leave.
- (5) Leaves of absence without pay may be granted if employees are nominated for a state or national office, or if they are elected to same. The terms of the leave of absence shall be set forth in writing,

and the leave will not affect unfavorably the retention of an employee, except that the time spent on such leave will not count as service time unless otherwise agreed to in writing.

- (6) Leaves of absence without pay may be granted for educational and/or professional study and development only if such leave time would be of benefit to the university once the employee returns.

**History:**

*BOT: 2/12; EEAGB: 1/12; 11/02/2011: EEAGB: 4/7/08; BOT: 6/6/08; BOT: 2/09; BOT: 6/09: Responsibility: CFO/BFA; Authority: President's Office; Reviewed/Endorsed Cabinet/PAC; Review/Effective Date: 9-5-12; Approved by: James L. Gaudino, President  
Reformatted and Assigned new Policy Number - Previous Policy CWUP 6-60-060, June 2025  
Attached Procedure CWUR 6-60-060 as Appendix A, June 2025*

## Appendix A - Leaves of Absence Without Pay Procedure

- (1) Under ordinary circumstances, the employee should notify the appropriate supervisor at least twenty-four (24) hours before the leave is granted.
  
- (2) An individual desiring extended leave without pay shall submit a request in writing to the employee's appropriate supervisor specifying the purpose and location of the leave and dates of absence. Such requests should be made at least six months before the start of the proposed absence. The appropriate supervisor may forward this request, with the recommendation, to the president/designee of the university.
  
- (3) A request for renewal of leave of absence for one year may be granted if it is approved by the appropriate appointing authority after review and approval by the employee's immediate supervisor. A request for a renewal of leave should be made at least six months in advance of the proposed absence.