

Leave Without Pay

Leaves of absence without pay may be granted by the Director of Personnel Services if recommended by the supervisor. All leaves of absence must be requested in writing to the supervisor with the approved copy forwarded to Personnel Services. In addition, an official Leave of Absence Request Form must be completed for absences one week or longer. A properly executed leave of absence without pay provides an employee the right to a position and helps to ensure no lapse in insurance coverage.

University policy limits official leaves of absences without pay to a maximum of twelve (12) months, but may be extended on a year-to-year basis for an additional two (2) years with the approval of the appointing authority. Employees who have been granted a leave of absence have a right to return to their old job or one of like nature unless the position has been abolished through legislation or material reorganization of the department. Approved leaves of absence without pay do not constitute a break in service and credit is given when computing years of service. In computing vacation, sick leave, and Length of Service pay, credit is not given for the period of time an employee is on an approved leave.

LEAVE WITHOUT PAY REQUEST FORM

This form should originate with the individual requesting leave without pay. Approval signatures must be obtained from the employee's supervisor and the respective dean or director before sending the form to the appropriate Line Officer for final approval. It is necessary to comply with guidelines on seniority as found in UW-Stevens Point 5.08. A record of all approved leaves is necessary to calculate years of service for purposes of promotion, salary and seniority.

Current Date: _____
Name: _____
Mailing Address: _____

Duration of Leave:
Semester/Year: _____
Academic Year: _____
Other: _____

Department/School/Unit: _____

Check type of leave requested: *(Definitions of the types of leaves printed on reverse side)*

Educational Professional Non-Professional Partial

I am requesting a Leave Without Pay for the period of time noted above for the following reason(s):

Signature: _____ Date: _____

APPROVAL:

DATE:

Supervisor: _____

Dean/Director: _____

Line Officer: _____

[A Personnel Appointment Form (PAF) must accompany the Leave Without Pay form.]

The following was passed by the Senate on 12/12/78 and approved by the Chancellor on 01/17/79:

Types of Leaves and Specific Policies Pertaining Thereto:

A. FULL LEAVE: Full leaves entail a total severance of all duties for a period of not less than one semester.

1. *Educational*: These leaves are defined as a request by an individual without a terminal degree for time to pursue a terminal degree at a recognized institution of higher education and in a specified program.

Salary: The individual will not be advanced the year on the salary schedule, but shall be considered for merit if the individual wishes.

Seniority: Such leaves shall not count toward seniority under UWSP 5.08.

2. *Professional*: This type of leave may only be granted with the concurrence of the department and is defined as a leave for any purpose related to an individual's duties at the University. They may include, but are not limited to: teaching at another institution; research at another institution (post-Doctoral); work outside an educational institution related to duties at UWSP; work not clearly related to duties at UWSP but deemed appropriate by the department.

Salary: The individual shall be advanced one year on the salary schedule, and shall be considered for merit if the individual wishes.

Seniority: Such leaves shall count toward seniority under UWSP 5.08.

3. *Non-professional*: Persons may be granted Leave Without Pay on recommendation of their department for purposes not related to their employment at UWSP or to their professional duties. Persons on non-professional LWOP do not advance in either seniority or on the salary schedule during the period on leave but shall be considered for merit if the individual wishes.

B. PARTIAL LEAVE: A person on partial leave is still on campus during part of the time and participating in the same activities he/she was while full-time, though to a lesser extent. Consequently, no special policies need apply.

Salary: The individual on partial leave shall advance one full year on the salary schedule while on partial leave.

Seniority: covered by UWSP 5.08 (2).