

LEAVE OF ABSENCE WITHOUT PAY

I. SCOPE

Benefit-eligible staff and administrators.

II. PURPOSE

To enable employees to receive extended time away from work at the University to satisfy military service obligations, or handle compelling personal business.

III. POLICY

Leaves of absence without pay may be granted to regular employees to maintain continuity of service only in instances where unusual or unavoidable circumstances requires a leave from work for more than five (5) days and less than one (1) year.

No loss of service credit with the University of St. Thomas will occur as a result of the leave of absence, but no benefit credit will accrue toward vacation and sick leave entitlement for the duration of the leave.

1. Military Service Leave of Absence. An employee who volunteers or is called to active duty in a branch of the U.S. Armed Forces will be granted a leave of absence according to applicable state and federal law for the period of active duty.
2. Personal Leave of Absence. A personal leave of absence to handle compelling personal business may be granted to benefit-eligible staff and administrators. Length of personal leave of absence may range from 5 to 365 consecutive calendar days. To be eligible, the employee must have maintained a satisfactory record of employment with the University of St. Thomas for a minimum of two years. Employees must use all accrued vacation before a personal leave of absence commences.

A personal leave of absence is approved at the discretion of the employee's immediate supervisor with the concurrence of the appropriate Vice President and the President. The employee must be available to return to regular employment on or before the expiration date of the leave.

III. DEFINITION

“Leave of absence” is defined as an excused absence without pay beyond five (5) working days. An absence involving paid time off (i.e. jury duty, sick leave or bereavement leave) is not considered a leave of absence, nor is personal time off up to five (5) days.

IV. PROCEDURE

All leaves of absence must be approved by the President.

Upon return from a personal leave of absence, employees will be reinstated in the following priority of position reassignment:

- prior position, if available.
- a comparable position for which the employee is qualified, if available.
- a lesser position for which the employee is qualified.

If no position is available according to the reassignment priorities listed above, employment will be terminated.

Employees on leave of absence must notify their supervisor at least two (2) weeks prior to the end of leave to inform the University of their availability for return to work.

The University of St. Thomas may require employees to have a physician’s release or a physical examination to determine fitness for work prior to return from a leave of absence.

An employee’s failure to return from leave of absence, or failure to contact his or her supervisor or the Director of Human Resources with three (3) days after the scheduled date of return, will be considered a voluntary resignation.