

## LEAVE WITHOUT PAY

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### **SUMMARY**

Leave without pay may be granted to an employee for various reasons including family and medical leave, extended educational purposes, illness, personal reasons, or parental leave. At the end of the approved leave, the employee is reinstated to the employee's prior position, or one of like status and pay.

A request for family and medical leave, supported by appropriate medical certification or other documentation (e.g. court adoption papers), must be approved. Similarly, a request for up to 12 weeks of leave without pay from a non-temporary employee who does not meet the eligibility requirements for family and medical leave must be approved if the purpose of the absence is for the birth or adoption of a child or to be at home with the child during the first 12 months of life or adoption.

Except for situations covered by the University's family and medical leave policy, the decision to grant leave without pay is made within the sole discretion of appropriate University management. Factors that may be considered in deciding whether to approve a written request include the employee's need for the leave, the employee's workload, the University's need to fill the employee's job, the likelihood of the employee returning to work, and any other factor the University may deem relevant.

### **EMPLOYEE RESPONSIBILITIES**

The employee must apply in writing to the appropriate supervisor for leave without pay. The request (*Request for Leave*) must include the:

1. Reason for leave,
2. Expected date for beginning leave,
3. Duration of the leave, and
4. Expected date to return to work.

The employee is obligated to return to duty within or at the end of the leave time granted. If the employee will not return to work, the employee must immediately notify the supervisor in writing. Failure to report to work at the expiration of a leave without pay, unless an extension has been approved in writing by the appropriate management, is considered a resignation.

### **MANAGEMENT RESPONSIBILITIES**

Management must review and consider written requests for leave without pay and notify the employee in writing of the decision to either grant or deny the requested leave in whole or in part. An employee who has been granted leave without pay will be reinstated to the same

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position or one of like seniority, status, and pay, unless other written agreements have been made with the employee prior to the leave.

In granting leave without pay, the University reserves the right to adjust the length of the leave period and to require an earlier return in order to meet operational needs. In such cases where an approved leave period is later adjusted, management must notify the employee in writing. The notice must specify the need for the employee's return, the new effective date for return, and the effect of the employee's failure to respond or return to work. (Note: Management may not shorten a period of leave for absences approved under the family and medical leave policy.

If organizational needs require that a position be filled while an employee is on approved leave without pay, temporary assignments or appointments may be used.

### **DURATION OF LEAVE WITHOUT PAY**

Leave without pay may be initially approved for up to three months. The period may be extended in three-month increments, not to exceed a total of 12 consecutive months. Requests for leave without pay for periods greater than 12 months must be approved by the appropriate Vice President, the Provost or the Director of Athletics.

### **PAID TIME OFF (PTO)**

An employee must exhaust all accumulated paid time off (PTO) leave before going on leave without pay. An exception is made for employees going on leave without pay due to illness or injury.

### **SICK LEAVE (RESERVE)**

An employee must exhaust all accumulated sick leave (reserve) before going on leave without pay due to illness or injury. The employee may elect to use paid time off (PTO) leave, or to retain part or all of accumulated PTO leave before going on leave without pay for illness or injury.

### **PARENTAL LEAVE WITHOUT PAY**

Members of the faculty and staff who are not eligible for family and medical leave (*because they have not worked at Wake Forest University for at least 12 months or have not worked at least 1250 hours during the past 12 months*) and who are the natural parents of a newborn infant or the parents of a newly adopted child may request "Parental Leave Without Pay."

Parental leave without pay will be granted to the natural mother for the total period of personal disability not covered by maternity leave (if applicable). A doctor's certificate will be required to establish the employee's period of temporary disability due to childbirth.

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### **ADDITIONAL PAY**

Employees are not eligible for holiday pay or administrative leave pay while on a leave without pay.

### **INSURANCE BENEFITS**

While on workers' compensation leave, an employee will continue to be covered under the University's insurance programs. The employee's share of premiums are to be paid directly by the employee to Human Resources unless the employee is using PTO or sick leave reserve in which case premiums will continue to be paid through payroll deduction.