

WINTHROP UNIVERSITY PERSONAL LEAVE WITHOUT PAY POLICY

THIS DOCUMENT IS NOT A CONTRACT BETWEEN EMPLOYEES AND WINTHROP UNIVERSITY, EITHER EXPRESSED OR IMPLIED. THIS DOCUMENT DOES NOT CREATE ANY CONTRACTUAL RIGHTS OR ENTITLEMENTS. WINTHROP UNIVERSITY RESERVES THE RIGHT TO REVISE THE CONTENT OF THIS DOCUMENT, IN WHOLE OR IN PART. NO PROMISES OR ASSURANCES, WHETHER WRITTEN OR ORAL, WHICH ARE CONTRARY TO OR INCONSISTENT WITH THE TERMS OF THIS PARAGRAPH CREATE ANY CONTRACT OF EMPLOYMENT.

A. Purpose

To provide a policy and procedure by which employees may request leave without pay for reasons not otherwise provided for in other sections of this manual.

B. Applicability

The provisions set forth below apply to all employees assigned to established classified and unclassified positions.

C. Statements of Policy

All leave without pay granted under this policy must be approved by the President. Such leave may be approved only when the employee's accrued annual leave earnings are insufficient to cover the period the employee must be away from work and only with appropriate justification. Employees who earn annual leave are encouraged to maintain a reserve equal to a few days of leave earnings to provide for these occasions.

For leaves of absence due to illness or disability of the employee, see the appropriate section regarding sick leave, FMLA, or extended disability leave. The procedure below applies to an employee's request for leave without pay for the illness or disability of a family member beyond the 12 weeks of leave that may have been approved under FMLA.

D. Procedure

1. An employee requesting leave without pay shall submit to the supervisor a written request to take remaining annual leave and leave without pay. The request shall include the purpose of the leave; the beginning and ending dates of the remaining annual leave; the beginning and ending dates of the requested leave without pay; and any other information the employee would like the supervisor and others within the line of authority to consider in reaching a determination. If the immediate supervisor recommends that the employee's request be approved, the supervisor will sign the employee's written request and forward it to the President through the appropriate line of authority.

2. In the event of an emergency, the employee must notify the supervisor of the circumstances early in the work day. The employee must report the leave taken with or without pay on the Record of Leave Taken form to be submitted to the Office of Human Resources.

E. Unauthorized Leave

Any employee who is absent without authorized leave may be subject to disciplinary action up to and including termination.