

Policy Number/Title: 4.128 Personal Leave Without Pay
Effective Since: 12/01/2016
Last Revision Approved: 12/01/2016
Responsible Office: Human Resources

1. Scope:

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

2. Definitions:

This section was intentionally left blank.

3. 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.

The purpose of this policy is to provide a policy and procedure by which employees may request leave without pay for reasons not otherwise provided for in other Winthrop University policies.

All leave without pay granted under this policy must be approved by the President or his designee. 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 or to care for an immediate family member due to illness or disability, see Winthrop University Sick Leave Policy and/or Family Medical Leave Act Policy.

4. Procedures:

- 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 forward the employee's written request to the President or his designee through the appropriate line of authority. The supervisor should notify the Office of Human Resources upon approval of the request.
- In the event of an emergency, the employee must notify the supervisor of the circumstances early in the work day. Non-exempt employees must report the leave taken with or without pay on their electronic timesheet submitted to the supervisor for approval. Exempt employees should have their supervisor contact the Office of Human Resources in order to be placed on leave without pay.

E. Unauthorized Leave

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

5. Resources:

This section was intentionally left blank.

6. History of Revisions:

12/01/2016 Policy first established

7. Approvals:

Responsible Officer Signature/Date:

Vice President/Senior Administrator Signature/Date:

President Signature/Date: