

MISSOURI SOUTHERN STATE UNIVERSITY POLICY

Policy #:		Effective:	July 2012	Category:	All University Employee Policies
Name:	LEAVE OF ABSENCE POLICY				

1.0 PURPOSE

The purpose of the policy is to provide guidance to University employees regarding the policy below in order to comply with the standards set forth by the University. This policy is necessary in order to maintain an effective and compliant workforce that meets the University mission.

2.0 SCOPE

University Employee Policy

3.0 POLICY

In extraordinary circumstances, a full-time employee may be granted a leave of absence, which may not exceed six months in any 12-month period. A leave of absence may be granted when the requirements of the department permit and under the following conditions:

When such leave is for prolonged illness or injury extending beyond accumulated vacation or sick leave. Family and Medical Leave will count toward the six-month leave without pay (see the "Leave under the Family and Medical Leave Act" policy in this Handbook).

When an employee will attend a college, university, or other school for the purpose of training in subjects relating to a job where there will be benefits to both the employee and the University.

Because of seasonal fluctuations in the work schedules at the University.

Under special circumstances, an employee may be granted a leave of absence for a specific purpose other than those previously listed with the approval of the proper authority.

A request for a leave of absence must be submitted in writing as far in advance as possible. Requests will be reviewed on a case-by-case basis. The decision to approve or disapprove the leave will be based on the circumstances, the length of time requested, the employee's job performance, attendance and punctuality records, the reasons for the leave, the effect the employee's absence will have on the work in the department and the expectation that the employee will return to work when the leave ends.

An employee's request for a leave of absence must be approved in advance by the employee's supervisor, the Director of Human Resources, and the appropriate vice president. An employee on an approved leave of absence must exhaust all applicable paid leave before going on unpaid leave status during his or her leave of absence.

Except in the case of FMLA leave, an employee on an *unpaid* leave of absence may not be eligible for University-paid insurance coverage. Human Resources should be contacted for details regarding how an unpaid leave of absence affects employee benefits.

When an employee is ready to return from a leave of absence, the University will attempt to reinstate the employee to his or her former position or to one with similar responsibilities and compensation. However, return to the employee's previously held position or a comparable position is not guaranteed.

An employee who returns to work following a leave of absence will be considered as having continuous service. However, classified employees on leave without pay for more than 40 hours in a biweekly period, or professional employees on leave without pay for more than 80 hours in a month will not accrue vacation or sick leave for that period.

Failure to return to work on a specified date from an approved leave of absence will be considered a resignation. The termination date will be the last day of the authorized leave period or the date the employee notifies his or her supervisor that he/she is not returning, whichever is sooner. Such employees may be considered for reemployment.

4.0 HISTORY

This policy may be revised, edited, changed or removed at any time with or without notice to applicable individuals.

5.0 RELATED DOCUMENTS