

LEAVE OF ABSENCE WITHOUT PAY

System Regulation *31.03.04, Leave of Absence Without Pay*, explains the categories of leave without pay available to employees of The Texas A&M University System and the effects of, and procedures for, taking such leave. Excerpts from the regulation follow:

A&M System Member Chief Executive Officers (CEOs) are authorized to approve leaves of absence without pay for employees, subject to the following provisions:

Except for disciplinary suspensions, active military duty, and leave covered by workers' compensation situations, an employee must exhaust accumulated paid sick leave, vacation, compensatory time and sick leave pool time before such leaves will be granted. Sick leave and sick leave pool time must be exhausted only in those cases where the employee is eligible to take such leave. . . .

Such leaves, except those for military training and duty as described in System Regulation *31.03.06, Military Leave and Service*, will be limited to 12 months in duration and will be concurrent with designated unpaid parental leave and designated unpaid family and medical leave

Subject to fiscal constraints, approval of such leaves constitutes a guarantee of employment at the conclusion of the specified leave period

The CEO may grant exceptions to the [above] limitations . . . for a reason such as to work for another state governmental entity under an interagency agreement or educational purposes, or where the granting of an exception would benefit the Member.

The CEO may delegate authority to approve leaves of absence without pay requests.

System Regulation *31.03.04* also provides information on state service credit and leave of absence for foreign service. System regulations are accessible at <http://tamus.edu/offices/policy/policies/index.html>.

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