



**SOUTHERN UTAH UNIVERSITY**  
**Policies and Procedures**

**Policy # 9.6**  
**Date Approved: 12/14/95**  
**Date Amended: 08/06/04**  
**Reviewed w/no Changes:**  
**Office of Responsibility: VP Fin**  
**Page 1 of 5**

---

**SUBJECT: LEAVES OF ABSENCE FOR STAFF**

---

- I. **PURPOSE:** To provide policy governing approved leave without and with pay.
- II. **POLICY:**
  - A. The following types of leaves of absence may be granted under appropriate and approved situations: leaves without pay and leaves with pay.
    1. **Leaves Without Pay**
      - a. Leave without pay may be granted to salaried employees under regular University appointment who work at least seventy-five percent (75%) of a fiscal year. This could mean an individual who works full time (40 hours per week) for nine (9) months or an individual who works a combination of these circumstances. Leave without pay may be granted upon the recommendation of the appropriate Department Head, Dean, and the approval of the appropriate Vice President / Provost, President, and Board of Trustees.
      - b. Requests for such leave should be submitted in writing to the appropriate Vice President / Provost, stating the purpose and expected period of absence.
      - c. The Human Resources Office should be notified immediately upon the award of a leave without pay, particularly if such leave is to begin early in a fiscal year so the payment of salary in advance of service rendered can be eliminated.
      - d. The regulations governing leaves without pay shall be as follows:
        - (1) The employee commits himself/herself to return to work at the end of the approved leave period.
        - (2) The vacated position will be held open for a reasonable period of time, the duration of which depends on the workload and the nature of the specific job.
        - (3) If a position must be filled, a position of comparable pay and status will be offered to the employee as soon as possible following his/her leave. Returning



---

**SUBJECT: LEAVES OF ABSENCE FOR STAFF**

---

employees receive priority in hiring. If no position is available, the employee will be placed on a “lay off” status for the purposes of unemployment compensation.

- (4) Such leaves normally shall not be for periods of more than six months. Extensions beyond six (6) months must be approved by the University President.
- (5) Accrued vacation and sick leave will not be lost during such leave. However, vacation and sick leave credits will not accrue during periods of leave without pay.
- (6) If the position held has been abolished during the leave, the employee shall be given the same considerations as would have been granted had the employee been on pay status when the position was abolished.

e. Employees on approved leave of absence without pay may elect to continue full medical and dental coverage by submitting a continuation insurance application to the University’s current medical and dental insurance provider. The employee will be responsible for paying all continuation insurance premiums.

f. Request for leave without pay may include, but not be limited to:

- (1) Maternity
- (2) Extended sick leave
- (3) Extended vacation
- (4) Education leave
- (5) Political leave
- (6) Military leave

2. **Special Leaves With Pay**

a. Special leaves with pay may be granted to professional and executive staff salaried employees under regular University appointment who work at least seventy-five percent (75%) of a fiscal year. This could mean an individual who works full time



---

**SUBJECT: LEAVES OF ABSENCE FOR STAFF**

---

(40 hours per week) for nine (9) months or individuals who work a combination of these circumstances. Leaves with pay may be granted upon the recommendation of the appropriate Department Head or Dean, and the approval of the appropriate Vice President / Provost, President and the Board of Trustees.

- b. Special leaves with pay are not employee benefits but rather programs for professional development and advanced degree completion which benefit the entire educational institution and are granted by the University in consideration thereof. Special leaves with pay should be followed at the end of the leave with a report for the employee's personnel file.

The regulations governing special leaves with pay shall be as follows:

- (1) Compensation for special leaves with pay after six or more years of experience will be given as follows:

50% of anticipated regular contract salary for 9 months' leave.

75% of anticipated regular contract salary for 6 months' leave.

100% of anticipated regular contract salary for 3 months' leave.

If a staff member takes a three-month special leave with pay, he or she may subsequently apply for two more three-month leaves, or one six-month leave, during the remainder of the seven-year period. Three-month leaves taken in separate years will be funded at 100 percent of regular contract salary. A six-month leave will be funded as described above.

- (2) All leaves with pay will be subject to both the availability of funds and the availability of suitable replacements.
- (3) If a request for a special leave with pay is to receive adequate consideration, it should normally be presented



**SOUTHERN UTAH UNIVERSITY**  
**Policies and Procedures**

**Policy # 9.6**  
**Date Approved: 12/14/95**  
**Date Amended: 08/06/04**  
**Reviewed w/no Changes:**  
**Office of Responsibility: VP Fin**  
**Page 4 of 5**

---

**SUBJECT: LEAVES OF ABSENCE FOR STAFF**

---

to the appropriate Vice President / Provost no later than January 15 of the fiscal year preceding the year for which leave is requested.

- (4) Upon receiving a special leave with pay, the staff member involved will sign a commitment to return to the University at the conclusion of his or her leave time for a period that is at least equal to the amount of special leave with pay taken. A staff member on leave will retain the position he or she left insofar as adjustments in staff will permit, but identical positions may not necessarily be guaranteed.
- (5) Should a staff member desire not to return to the University after a special leave with pay, he or she will be obligated to repay the University the amount of money which he or she received while on leave.
- (6) A staff member is covered by fringe benefits such as medical, dental, life, long term disability while on special leave with pay providing appropriate premium deductions are made from his or her salary.
- (7) Annual leave and sick leave do not accrue during special leaves with pay.
- (8) A staff member on special leave with pay is eligible for any general or special adjustment in salary received by other staff members of the University.
- (9) An unpaid leave without pay may be granted following a special leave with pay. Please refer to section II, A, 1, Leaves Without Pay, of this policy.
- (10) A staff member who is on special leave with pay may accept a fellowship, assistantship, or research grant, provided his or her compensation and plan of work are approved by his or her respective Department Head, Vice President /Provost, President, and the Board of Trustees. The dollar amount of remuneration will lower the dollar amount of University leave with pay.



**SOUTHERN UTAH UNIVERSITY**  
**Policies and Procedures**

**Policy # 9.6**  
**Date Approved: 12/14/95**  
**Date Amended: 08/06/04**  
**Reviewed w/no Changes:**  
**Office of Responsibility: VP Fin**  
**Page 5 of 5**

---

**SUBJECT: LEAVES OF ABSENCE FOR STAFF**

---

For example, if a staff member were to accept an assistantship that paid \$2,000, his or her leave with pay total would be reduced by \$2,000.

- (11) Compensatory time cannot be paid for unused special leave time. Nor can unused special leave time be accumulated beyond that needed for one special leave with pay. For example, if a staff employee receives a three month special leave with pay, he or she cannot carry the remaining unused six months of leave into the next seven year period. (Nine months of leave with pay are possible every seven years.)

- (12) A summary report of no fewer than two pages must be written at the conclusion of the special leave with pay, detailing the scholarly and professional activities that accomplished during the leave. This report is to be placed in the staff member's personnel file for future consultation when applying for subsequent special leaves with pay.

C. Finances often limit the number of leaves that can be granted. Final approval of leave and determination of compensation will be made by the President of the University and the Board of Trustees. Applications will be reviewed by the President's Council and approved by the President and Board of Trustees using the following guidelines; purpose for which leave is requested, value of leave to both the individual and the institution, longevity, and any other criterion judged to be relevant.

3. Administrative leave with pay shall be granted by the cognizant Vice-President with approval of the President for circumstances as determined on a case by case basis.