UT TYLER EMPLOYEE HANDBOOK

LEAVE OF ABSENCE WITHOUT PAY (LWOP)

With the interests of U.T. Tyler being given first consideration and for good cause, a leave of absence without pay may be granted for a period within the term of appointment of any faculty or staff member provided he or she is employed at least twenty (20) hours per week for a period of at least four and one-half (4½) months. This policy does not apply to students employed in positions which require student status as a condition of employment.

Except for disciplinary suspensions or use of approved Workers’ Compensation and military leave, all accumulated paid leave entitlements must be exhausted before granting a leave of absence without pay. Sick leave must be exhausted only in those cases where the employee is eligible to take sick leave.

Leaves of absence without pay will be limited to twelve (12) months or extend no later than the end of the fiscal year in which the leave begins.

Leaves of absence for a first year or portion thereof, or a second consecutive year’s leave, may be granted by the chief administrative officer, subject to the general conditions included herein. Leaves of absence for a third consecutive year will be granted only in unusual circumstances, such as military service, reasons of health, continued graduate study, and public service or other activity that reflects credit on the institution and enhances an individual’s ability to make subsequent contributions to the institution. Requests for a third consecutive year of leave of absence without pay must be reviewed and approved by the appropriate executive vice chancellor.

Subject to financial constraints, the approval of a leave of absence constitutes a guarantee of employment for a specified period of time.

Prior to beginning the leave of absence without pay, the employee must specify what arrangements he or she wishes to make concerning his or her group insurance coverage.

After a return to duty of one year, the leave of absence privilege will again be available
subject to the conditions above. Upon expiration of Family and Medical Leave as set forth an employee may be eligible for a leave of absence.

Except in the case of an employee returning to state employment from military leave without pay, any full calendar month in which the employee is on leave without pay will not be counted in the calculation of total state service credit for the purposes of vacation or longevity pay entitlement. No employee shall accrue vacation or sick leave for such month.

For more information consult the: Employee Leave of Absence Without Pay Policy, 4.18.11.

Return to the Table of Contents