

# REQUESTING LEAVE WITHOUT PAY

## COLLEGE OF AGRICULTURAL AND LIFE SCIENCES

This college procedure references **FSH 3710 Leave Policies for all Employees, Section O Personal Leave**. Personal Leave is Leave without Pay when no other leave is available to use. All requests for personal **must** be made to the supervisor in writing. A leave of **three (3) working days or less** may be approved by the supervisor and are recorded on the timesheet as LWB. If the leave will **exceed three (3) working days**, leave must be requested using the following procedure. Personal leave is not guaranteed and is granted on a case-by-case basis, with the approval of the supervisor, the Department Head, the Dean's office, based on the business needs of the university.

During personal leave without pay an employee is **not** eligible for holiday pay, the accrual of sick or annual leave, or the use of medical appointment leave, and may not be granted any other type of leave of absence such as family medical or military leave until the employee has first returned to work under active status and otherwise qualifies for such leave.

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### STEP 1: EMPLOYEE REQUESTS LEAVE

Employee must request leave in writing from the supervisor prior to taking leave.

- Employee can check leave balances via **VandalWeb**:
  - Click on the **Employees** tab
  - Click on **Payroll**
  - Choose **Leave Balances and History**
- Hours available are listed in the last column of the spreadsheet

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### STEP 2: SUPERVISOR REVIEWS THE REQUEST

- Supervisor reviews the request to determine the next steps:
  - If the employee has enough leave to take, the supervisor may approve the request
  - If the employee is requesting **three (3)** working days of Leave without Pay, the supervisor may approve the request
  - If the employee is requesting **more than three (3)** working days of Leave without Pay, the supervisor must continue to **Step 3**
- Supervisors can check leave balances via **VandalWeb**:
  - Click on the **Employees** tab
  - Click on **Payroll**
  - Choose **Web Time Entry/Supervisor Approvals**
  - Choose the most recent timesheet submitted date and click on the Leave Balances (gold link)
  - Hours available are listed in the last column of the spreadsheet

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### STEP 3: SUPERVISOR REQUESTS LEAVE WITHOUT PAY IF MORE THAN THREE (3) WORKING DAYS

Supervisor must complete the Request for Leave without Pay form completely and accurately prior to allowing an employee to take **more than three (3)** working days of Leave without Pay.

- Completed form must be signed and approved by the Department Head/Director of the Unit
- Once signed by the Department Head/Director, the form must be forwarded to Administrative Services for further approval processing

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### STEP 4: ADMINISTRATIVE SERVICES REQUESTS LEAVE WITHOUT PAY FINAL APPROVALS

Administrative Services should receive any request for Leave without Pay prior to an employee taking any personal time off without leave. Administrative Services will:

- Review the entirety of the form for accuracy and verify the leave hours available via Banner
- Adjust the leave hours accordingly to account for additional pay periods prior to taking leave
- Obtain approval decision from the Dean's Office and submit the completed form to the Provost Office for further and final decision.

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### STEP 5: COMMUNICATION OF FINAL APPROVAL

Administrative Services will email the fully executed request form to the supervisor with instructions based on the final decision from the Provost Office.

- If approved at the Provost level, the supervisor can inform the employee that the request was granted
- If denied at the Provost level, the supervisor must inform the employee that the request was denied and other arrangements must be made to continue working.