



Procedure on Leave of Absence Without Pay for Exempt and Nonexempt Employees

(Approved by the President on January 18, 2005)

I. PURPOSE & APPLICABILITY

This procedure clarifies certain terms used in BOR VII - 7.12 Policy on Leave of Absence Without Pay, identifies the President's designee for that policy, and establishes the procedure for application of Leave of Absence without Pay. The BOR policy and this procedure apply to regular status full-time and part-time Exempt and Nonexempt employees.

II. BACKGROUND

BOR VII - 7.12 Policy on leave of Absence Without Pay requires that each USM institution develop procedures to implement that policy.

III. DEFINITIONS

- A. Administrative Personnel - As used in BOR VII - 7.12, Administrative Personnel are now called Exempt Employees. The term includes former Associate Staff, Classified-Exempt Staff, and Academic Administrators.
- B. Classified Personnel - As used in BOR VII - 7.12, Classified Personnel are now called Nonexempt Employees.
- C. Unit Head - A Center Director, Vice President, or the President.

IV. The President's designee for purposes of this policy shall be the Assistant Vice President for Human Resources.

V. REASONS FOR LEAVE

As stated in BOR VII - 7.12, a leave of absence without pay may be requested by an eligible employee for reasons such as:

- A. loan of an employee to another governmental agency, higher education institution or related organization;
- B. outside employment that would lessen the impact of a layoff or potential layoff;
- C. professional activities related to academic research, advanced study, career development, or other professional activities that are determined by the President or designee to be of benefit to the University System of Maryland or UMBI.
- D. anticipated low demand for the employee's services during slow periods in UMBI's or the Unit's operations (seasonal leave), or
- E. other activities as determined to be appropriate by the President.

VI. DURATION OF LEAVE

UMBI Policies and Procedures

As stated in BOR VII - 7.12, all regular employees may request a full or partial leave of absence without pay up to a maximum of a two-year (24 month) period in accordance with the provisions of the BOR policy.

VII. PROCEDURE

- A. An employee may apply for a Leave of Absence Without Pay by submitting a written request to his/her supervisor.
- B. In conjunction with such a request, the supervisor shall state whether granting the request would disrupt or interfere with the operations or work schedules of UMBI or the Unit.
- C. The supervisor shall submit the request to the Unit Head. If the Unit Head supports the request, that decision shall be stated on the request, and the request shall be forwarded to the Assistant Vice President for Human Resources. If the Unit Head does not support the request, he/she shall so notify the employee in writing with a copy to the Assistant Vice President for Human Resources.
- D. The Assistant Vice President for Human Resources shall review the request and verify whether the employee is eligible for Leave of Absence Without pay under the BOR policy. If the eligibility criteria are met, the Assistant Vice President for Human Resources shall return a copy of the approved request to the Unit Head along with an approved draft letter to the employee notifying him/her of any terms and conditions of the approved leave.
- E. Failure to Return From Leave

An employee who will not be returning to UMBI at the conclusion of a leave shall notify the appropriate Supervisor in writing as soon as practicable. In the absence of written notification, failure to return from leave shall be interpreted as a resignation.

APPROVED: Jennie C. Hunter-Cevera