

Memo to: All UH-Downtown/PS Holders

UH-Downtown/PS 02.A.13

From: Max Castillo, President

Issue No. 2

Effective date: 09/20/06

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Subject: Leave Without Pay Policy

1. PURPOSE

This PS outlines the guidelines regarding leave of absence without pay for eligible University of Houston - Downtown (UHD) employees.

2. DEFINITIONS

Benefits-eligible employee: An employee who is employed to work at least 20 hours per week for at least 4.5 continuous months, excluding students employed in positions that require student status as a condition of employment.

3. POLICY

3.1 Extended leave of absence without pay may be granted to benefits-eligible UHD employees for purposes of education or research and writing, in order to enhance the employee's contribution to the institution. Also, benefits-eligible employees requesting leave for personal reasons may qualify depending upon the circumstances.

3.2 Approval also will be contingent upon the department's ability to satisfactorily reschedule the workload. Such leaves are the prerogative of the university and are not an inherent right of employment.

3.3 In cases where a benefits-eligible employee or a member of his/her immediate family is being treated for a serious health condition, leave of absence without pay may be approved or the employee may qualify for leave under PS 02.A.11, Family and Medical Leave Policy.

3.4 Leave without pay cannot be authorized until leave time for which the employee is eligible has been exhausted with the exception of workers' compensation. Sick leave may only be used as described in PS 02.A.08, Sick Leave Policy.

3.5 Employees failing to return to work on the specified return date must provide documentation for an extension which is acceptable to the appropriate administrative officer. This documentation should be submitted prior to the expiration of the original leave or as soon as possible thereafter. Failure to comply with the conditions of the leave will result in forfeiting the privileges of the leave.

3.6 Employees on leave of absence without pay are governed by the following rules and regulations:

3.6.1 Leaves will be limited in duration to twelve months and shall have specific effective dates;

3.6.2 Seniority is not interrupted, but pay increases and associated benefits are;

3.6.3 Vacation and sick leave do not accrue and employees are not eligible for holiday pay;

3.6.4 As required by State law, all accrued paid leave entitlements must be exhausted; sick leave may be used only if the employee is eligible for sick leave;

3.6.5 Group insurance may be continued by advance monthly payment of full premiums by the employee. During the leave period, the employee will be responsible for

payment of the total premium since the monthly state contribution ceases for any full calendar month of leave, unless the employee is on approved Family and Medical Leave;

3.6.6 Teacher Retirement or Optional Retirement programs are suspended unless provided by another eligible employer and are automatically reinstated upon the employee's return to work; however, faculty members should contact Employment Services and Operations (ESO) regarding options for continued participation in Teacher Retirement;

3.6.7 Funds cannot be withdrawn from Teacher Retirement or Optional Retirement programs; and

3.6.8 Social security coverage ceases unless the employee is covered by another employer.

3.7 Employees approved for leave without pay will be issued a letter by ESO outlining the following requirements for insurance coverage:

3.7.1 Amount of the total premium due;

3.7.2 Premium due date;

3.7.3 Types of coverage changes allowable and how to request them;

3.7.4 The effect a leave without pay has on disability income coverage; and

3.7.5 Consequences of late or non-payment.

3.8 If continued coverage is elected, employees choosing to discontinue one or more of the insurance programs for which they are covered must complete all the necessary forms and submit them to ESO.

3.9 Employees not desiring coverage during a leave without pay period may allow the policies to lapse and be canceled for non-payment. Upon returning to work, the employee will be automatically enrolled in basic health only; dependent health and optional coverage will require proof of insurability. The employee must submit an Evidence of Insurability Form, available in ESO, to reinstate all previously held policies.

4. REVIEW PROCESS

Responsible Party (Reviewer): Vice President for Employment Services and Operations

Review: Every two years on or before September 1st.

Signed original on file in Employment Services and Operations

5. POLICY HISTORY

Issue #1: 04/25/94

6. REFERENCES

UH System Administrative Memorandum 02.D.03

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Subject: Procedures for Leave Without Pay Policy

PROCEDURES

1. Requests for extended leave of absence without pay may be initiated through the employee's supervisor and must include a specific return date.

1.1 Upon approval by the immediate supervisor, the request will be forwarded to the department/unit manager, the appropriate Vice President, and the President.

1.2 A copy of the approved/disapproved request will be submitted to Employment Services and Operations for the employee's personnel file.