

UWGB ACADEMIC STAFF LEAVE OF ABSENCE

Leaves of Absence. A leave of absence (LOA) is defined as an extended absence from full or partial University responsibilities which is requested by an employee and for which no salary is received from University of Wisconsin-Green Bay sources. The leave is considered to be of a temporary nature and for purposes as indicated below. This definition does not include leaves for illness, military service, or political activity.

A General Leave of Absence Provisions

(1) A leave of absence cannot be open-ended but must be for a specific period of time.

(2) Initial leaves are generally for one year or less in duration subject to a discretionary extension for a second year. A leave extension must be applied for and approved according to the same procedures as an initial leave request.

(3) Any extension beyond the second year must be approved by the Board of Regents and must be for a fixed period of time.

(4) All leaves of absence are predicated on an agreement between the employee and the University that the employee will return to the University at the conclusion of the leave; each employee requesting a leave should be informed that failure to return to the University at the conclusion of the approved leave period constitutes a resignation from the University.

(5) All LOAs which are granted will be done so with the understanding that at the conclusion of the leave, the employee will return to the same position he/she held at the time the leave was granted.

(6) While there are no restrictions on the number of contiguous leaves of absence without pay that may be granted, the availability of replacement staff, budgetary implications, and the need for programmatic continuity are factors that may be considered in granting or denying requests.

(7) Leaves of absence without pay shall not constitute a break in service toward eligibility to multiple-year and rolling appointments.

(8) An employee on leave of absence may be eligible

for salary increases following the procedures used for salary administration during the LOA.

(9) The employee granted a LOA must contact Human Resources prior to the start of the leave in order to learn how the leave will affect his/her fringe benefits.

B. Types of Leave

Leaves may be granted for the following reasons:

(1) Educational Pursuits which would enhance an employee's professional capabilities. These leaves are defined as a request by an employee to pursue a degree or advanced training at a recognized institution of higher education and in a specified program.

(2) Professional Development which would enhance an employee's professional capabilities. Such leaves could include but are not limited to the opportunity to work at another institution of higher education or in private industry to expand an employee's current skills and return to his/her present position with experience that will benefit the employee, his/her department and/or the University.

(3) Exceptional Personal Reasons which are not related to educational pursuits or professional enhancement. A leave of this nature is for personal reasons and does not relate to the University or the position in any way but is deemed acceptable by the department.

C. Leave of Absence Request Process

(1) Preliminary discussions with the supervisor should be initiated as far in advance as possible so adequate replacement staffing availability can be determined.

(2) Except in special or unusual circumstances, the academic staff member shall submit in writing to his/her immediate supervisor a leave of absence request at least 90 days prior to the requested starting date. The request must include the reasons for the leave of absence and the beginning and ending dates of the leave. If a part-time leave of absence is being requested, the letter must indicate the percent of time the individual wishes to be on leave.

(3) The immediate supervisor will review the request, attach an explanation of approval or denial, and submit the request to

his/her supervisor. Subsequent supervisors will follow the same action until the request is submitted to the appropriate administrator (i.e., Assistant Chancellor or Provost) within 15 working days of the date of the request.

(4) The administrator will review the request as well as the various recommendations from the supervisors and make a decision. The administrator's decision (with reasons if the request is denied) will be communicated in writing to the employee within 20 working days of the date of the immediate supervisor's receipt of the original request. The administrator will inform the Chancellor of granted leaves of absence.

D. Guidelines for Granting or Denying Leave of Absence Requests

While there may be a wide variety of reasons to grant or deny a leave of absence request, decisions may be based on but not limited to:

(1) Operational needs of the department and whether or not the department can continue to effectively operate without the employee.

(2) The availability of qualified replacements and whether or not the major areas of the employee's workload will be able to be completed by a limited-term employee.

(3) Past performance and annual evaluations which indicate above average performance by the employee.

(4) Potential future benefits to the employee, division, department, or University.

(5) Adequate advance notice.

(6) The number of other employees within the same unit who have already been granted any type of leave of absence for the same or adjacent period.

A supervisor should make every attempt to reasonably accommodate the employee's request by investigating possible options before reaching a decision. In the event of a negative finding, the employee may join the supervisor in reviewing the request with the appropriate division head.

E. Leave of Absence Extensions