

## ARTICLE 20 – LEAVE OF ABSENCE WITHOUT PAY

20.1 Purposes. In addition to the circumstances specified elsewhere in this Agreement, the University, at its discretion, may approve a leave of absence without pay for the reasons specified below:

- (a) Maternity Disability Leave
- (b) Parental Leave
- (c) Disability Leave
- (d) Reasonable Accommodation
- (e) Family Medical Leave (FML)
- (f) Compensable work-related injury or illness leave
- (g) Military leave
- (h) Cyclic employment
- (i) Childcare emergencies
- (j) Governmental service leave
- (k) Educational leave

20.2 Conditions Applicable to Leaves of Absence without Pay. Employees must submit any request for a leave of absence without pay in writing at least fourteen (14) days in advance of the leave, unless precluded by emergency conditions or otherwise provided for in this Agreement. The request will include the beginning and ending date and the purpose of the leave. The University will provide the employee a written approval or denial. If denied, the reason (s) will be included. Except as required by law, a request for a leave of absence without pay in excess of two (2) days' duration must meet the following conditions, however unpaid absences of two (2) days or less may be authorized by an employee's immediate supervisor if such absences are congruent with the operational needs of the University:

20.2.1 The employee must have successfully completed twelve (12) months of service.

20.2.2 The employee must have a bona fide intention of returning to work following the leave.

20.2.3 Except for leave of absence for government service in the public interest, leave of absence may not exceed twelve (12) months without approval of the area's Appointing Authority.

20.2.4 Employees will not earn sick leave or annual leave for any month in which leave of absence without pay exceeds ten (10) working days.

20.3 Use of Paid Leave. The employee on an approved leave of absence without pay, except for FML, must exhaust all available paid leave, including compensatory time, sick leave (if available for the purpose of the employee's leave), annual leave, and personal holiday time before taking unpaid leave; provided that an Employee on FML may use paid leave at the rate of eight (8) hours minimum per month to keep benefits in effect.

- 20.4 Reinstatement. Employees returning to work following an approved leave of absence without pay will be returned to the position they held prior to the leave of absence or to another available position in the same classification as determined by the University; provided that in the event the employee's position is eliminated during the time the employee is on leave, he or she will be notified and provided a time period in which to exercise any rights available pursuant to Article 27.
- 20.5 Individuals who are hired to perform duties in the absence of employees who are on leave shall be advised at the onset of their service if the position they are occupying will be a temporarily filled position, and advised of their rights should their appointment end.