



# UNIVERSITY OF CENTRAL OKLAHOMA

**Policy ID:** ADM-EMP-10 Minor Revision6

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**Title:** Leave Without Pay

**Description:** Leave for which no pay is received.

**Category:** Human Resources

**Applies to:** staff, faculty

**Contact:** [Human Resources](#)

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**Purpose:** Leave without pay is an absence from duty granted to the employee for which no pay is received.

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**Policy Statement:** Leave without pay may not be used unless all accrued compensatory time and vacation leave have been exhausted. In the case of illness or absence for medical leave, sick leave must also be exhausted. Any exceptions to this policy must be approved in advance by the Assistant Vice President Human Resources. Neither vacation nor sick leave will be earned during leave without pay for any reason. Leave without pay must be requested in writing, setting forth the exact time to be absent and the reason for absence. Leave must be approved by the department director and cannot be approved for more than 30 days at one time. Promptly forward the leave request form to Payroll to ensure appropriate changes are made prior to the employee's next paycheck being processed. Leave without pay may be refused if it is determined unreasonable or not in the best interest of the department or University. The University may cancel leave without pay by giving 5 work days' notice at which time the employee will be expected to report for work. Failure to do so will be considered a voluntary resignation by employee. The employee may return to work before the end of the leave with written approval of the department director.

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## Glossary of Terms:

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### Legal

**Citation:**

**Campus**

**Links:**

**FAQs:**

**Formerly**

**known as:**

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### Effective

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**Last review**

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