

LEAVE WITHOUT PAY POLICY

Application for leave without pay may be made for a variety of reasons. ***Faculty, administrative or classified staff*** who have exhausted sick leave, vacation and personal leave, but who are still unable to return to work due to illness, may be eligible for leave without pay.

The opportunity to participate in an educational experience such as a Fulbright appointment, the desire to work full-time on a degree program or the opportunity to participate in a field experience related to one's position at Bowling Green State University, or a compelling personal reason could also support an award of a leave without pay.

Faculty members desiring a leave without pay must make application and get approval from the chair/director, dean, and ultimately, the provost. Administrative and classified staff who seek a leave without pay must obtain a request form through the Office of Human Resources. The request requires, at a minimum, the approval of the immediate and area supervisors.

In no case is an approval of a request for a leave without pay an automatic procedure. Each case is judged by its merits and the impact the absence would have on the effectiveness of the unit and on the mission of the university.

Additional information on the Leave without Pay Policy may be found in the Administrative Staff Handbook, the Classified Staff Handbook and the Charter's Faculty Handbook.

09/04