

3341-5-15 Leave Without Pay.

Applicability	Administrative and Classified Staff
Responsible Office	Office of Human Resources
Responsible Administrator	Chief Human Resources Officer

(A) Policy Statement and Purpose

To set out the policy for non-represented administrative and classified staff to apply for leave without pay.

(B) Policy

- (1) Application for leave without pay may be made for a variety of reasons. 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.
- (2) 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.
- (3) 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.

- (4) 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.

Registered Date: March 17, 2015