**Faculty Requested Leave Without Pay**

Applicability: Faculty

Section: 0700 Leaves and Absences

Policy Number: 708-17

Revised: January 2016

Human Resources Manual

A faculty member may apply for a leave without pay for either personal or professional reasons. Tenured and tenure track faculty leave requests of one year or less are routinely approved so long as the faculty member's absence does not cause disruption within the program.  Fixed term faculty members requesting leave without pay must return during the contracted employment period within the same fiscal year.

A period of approved leave without pay does not break the continuity of appointment, but time spent on leave without pay does not count toward eligibility for sabbatical leave and retirement.

A faculty member on leave without pay may receive University provided health insurance contributions for a period of time if eligible under the Affordable Care Act (ACA). If the faculty member is not eligible for continuation of coverage under the ACA, loses coverage under the ACA, or declines the ACA coverage offered, they may continue coverage through COBRA. Contact the Office of Human Resources, Benefits section to determine your ACA eligibility and for continuation of insurance coverage through COBRA. [For additional information on the ACA](http://hr.oregonstate.edu/benefits/affordable-care-act).

### POLICY

#### Terms of Leave Without Pay (all jobs):

1. Duration of leave and expectation of return must be agreed upon by faculty member and his/her administration.
2. Changes to original leave request or expected date of return must be agreed upon by faculty member and his/her administration.
3. Those on leave without pay will receive no financial compensation from the University.
4. The faculty member will not accrue leave (sick or vacation, if applicable) while on leave without pay and are not eligible to use accrued leave while on leave without pay.
5. If a 12-month faculty member does not return to active service, vacation leave (if applicable), will be paid out their unused vacation leave (up to 180 hours maximum) at the time the employee resigns or is considered resigned.
6. Leave without pay status should be reviewed annually by the employee’s supervisor/ administration to determine appropriateness of continued OSU association.
7. Should the employee on leave without pay neglect to return to active service at the agreed upon date, the employee will be considered to have resigned and relinquished tenure if appropriate.
8. Faculty members on leave without pay do not have voting privileges in the Faculty Senate.
9. A tenured faculty member’s leave will not be extended beyond two years without the approval of the Senior Vice Provost for Academic Affairs. Additional one-year extensions may be approved if the need for the leave can be justified; in most cases this type of leave will not be extended beyond the two year limit.
10. Fixed term faculty members must have a contracted employment period to return to within the same fiscal year.
Example:                   Appointment period                                7/1/xx – 6/30/xx
                                   Leave without pay                                   7/1/xx – 5/31/xx
                                   Return from leave without pay              6/1/xx
11. Leave without pay should only be used when there is an expectation and a commitment to return.
12. In some instances, faculty on leave without pay continue to serve the campus in a variety of voluntary capacities.  Space, telephone, clerical assistance, and other privileges are provided at departmental discretion from departmental resources.

#### Terms of Leave Without Pay On One Job While Active in Another Job:

1. Duration of leave and expectation of return must be agreed upon by faculty member and his/her administration.
2. Changes to original leave request or expected date of return must be agreed upon by faculty member and his/her administration.
3. Leave without pay status should be reviewed annually by the employee’s supervisor/ administration to determine appropriateness of continued OSU association.
4. Should the employee on leave without pay neglect to return to active service at the agreed upon date, the employee will be considered to have resigned and relinquished tenure if appropriate.
5. A tenured faculty member’s leave will not be extended beyond two years without the approval of the Senior Vice Provost for Academic Affairs. Additional one-year extensions may be approved if the need for the leave can be justified; in most cases this type of leave will not be extended beyond the two year limit. .
6. Fixed term faculty members must have a contracted employment period to return to within the same fiscal year.
Example:                   Appointment period                             7/1/xx – 6/30/xx
                                   Leave without pay                                 7/1/xx – 5/31/xx
                                   Return from leave without pay           6/1/xx
7. Leave without pay should only be used when there is an expectation and a commitment to return.

### PROCEDURES

#### To Request Leave Without Pay:

Employees should complete the Request For Leave Without Pay Form (see attached) and forward it to their department head or unit director.  Requests should include reason for the leave and expected duration.  The department head or unit director may deny or limit the leave period should he/she determine it is not in the department or unit’s best interest.

#### Review of Leave Without Pay Status:

Employee’s leave without pay status should be reviewed and monitored annually by the department.  Communication with the faculty member, verification of intent to return, and continued appropriateness of leave should also be reviewed and noted in the employee’s electronic personnel file along with the approved leave form to extend the leave.

#### Early Return From Leave Without Pay Status:

Should the employee request an early return from leave without pay, approval is at the discretion of the department/unit administration.

#### Terminating Leave Without Pay Status:

When an individual is no longer actively involved with OSU, or the employee has opted not to return to the institution, the department/unit should contact their Business Center – HR for the appropriate termination process. Vacation payout, if applicable, is to be processed at the time of termination.

#### Benefits While on Leave Without Pay:

Faculty on leave without pay may use the Library without charge, continue to use their picture identification card, join the recreation facilities at the regular staff rate, and purchase parking and athletic facility privileges.  Contact Employee Benefits at employee.benefits@oregonstate.edu or 541-737-2805 regarding eligibility for health insurance under the ACA and for continuation of medical and dental benefits or other employee insurances.

### ESTABLISHING LEAVE WITHOUT PAY STATUS IN BANNER HRIS

To put a faculty member on leave without pay, the Department/Unit:

A.   Prepares and submits:

1. Leave Form (Refer to: [https://oscar.oregonstate.edu](https://oscar.oregonstate.edu/).)
2. [Leave Without Pay Form](http://hr.oregonstate.edu/files/documents/general/lwoprequst-form.doc) from the employee

B.   Sends requesting materials through the faculty member’s college/unit authorized representative(s) for endorsement.

C.   Forwards completed and signed packet of materials to the faculty member’s business center.