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Policy Information

Last Revised Date:

August, 2017

Policy Number:

UHAP 8.04.01

Responsible Unit:

Division of Human Resources

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Policy

Employees requesting a leave of absence without pay must submit a letter to their department heads indicating the reason for the leave and the leave schedule. Department heads are to forward their recommendations through the appropriate dean and vice president to the Provost for written approval. The Provost's decision is based on the merit of a request and on certification by the department head and dean involved that the employee's absence will not jeopardize normal operations.

In general, leaves are granted for a maximum period of one year. However, a leave may be renewed, at the discretion of the Provost, if a renewal request is filed 30 days prior to the expiration of the leave. An employee who has been approved for a leave of absence and who wishes to retain existing insurance benefits coverage shall make arrangements with the Division of Human Resources prior to commencement of the leave to pay the employee premiums for such coverage.

Related Information*

Templates for leave requests are available online as follows.

- [Employee Request to Department](#)

Head <http://apps.hr.arizona.edu/letter-builders/leave-absence/request/> [2]

- Department Head Recommendation to Dean and Provost <http://apps.hr.arizona.edu/letter-builders/leave-absence/recommendation/> [3]
- Approval/Denial of Employee Request: <http://apps.hr.arizona.edu/letter-builders/leave-absence/response/> [4]

Revision History*

August 2017, reference to continuing insurance coverage through COBRA removed

January 2017, continuing insurance by paying employee and employer premiums changed to employee-only premiums per ABOR guidance.

August 19, 2015 coordination with FML added.

May 18, 2015, service credit statement added

Source URL:

<http://tobaccofree.arizona.edu/employmenthuman-resources/leaves-absence%E2%80%94general>

Links

[1] <mailto:hradmin@email.arizona.edu>

[2] <http://apps.hr.arizona.edu/letter-builders/leave-absence/request/>

[3] <http://apps.hr.arizona.edu/letter-builders/leave-absence/recommendation/>

[4] <http://apps.hr.arizona.edu/letter-builders/leave-absence/response/>