

LEAVE OF ABSENCE WITHOUT PAY

Arkansas State University – Jonesboro (“University”) may grant an employee’s written request for a leave of absence without pay in certain circumstances. A leave of absence without pay cannot exceed a period of six months unless granted in accordance with the provision for military leave. Leave of absence without pay cannot be granted until all of the employee’s accumulated annual leave has been exhausted, unless the leave without pay is requested for military or maternity leave. Any employee on leave of absence without pay does not accumulate annual leave or receive pay for any legal holidays. Leave of absence without pay will not be granted if such leave would create an undue hardship on the University or any division thereof. **An employee may elect to continue with the group insurance programs in which the employee is currently enrolled at the time of the leave**, provided arrangements have been made in advance with the Human Resources Department for the employee to pay **the entirety of those costs**. Arrangements for such are the employee’s responsibility. **If the employee fails to pay for the entire costs associated with his/her participation in any group insurance program, such insurance shall be terminated**. If an employee fails to return to work at the end of a period of leave without pay, the employee will be terminated.

To Apply for a Leave of Absence Without Pay:

- Employee completes the University Request Form for Leave of Absence Without Pay (located in Forms under the Human Resource website) and submits to his/her supervisor.
- Supervisor/Chair reviews the request and if the Supervisor/Chair supports the request, he/she must indicate such on the form and must outline how the position will be covered while the regular employee is on leave without pay.
- The form is forwarded to Dean/Division Chief for approval. If the Dean/Division Chief supports the request and the outlined plan to cover the employee’s responsibilities, the Dean/Division Chief indicates such on the form. The form is then sent to the Vice Chancellor over that division for consideration. The Vice Chancellor shall indicate as to whether he/she supports the requested leave, and the outlined plan to cover the employee’s responsibilities.
- When all signatures indicating review at each level have been obtained, the form is forwarded to Human Resources.
- Final approval or denial of leave without pay is determined by the Department of Human Resources in order to insure equitable treatment of all employees.
- Human Resources will notify the individual and all reviewing parties of the approval or denial of the requested leave. If an individual is granted leave without pay, Human Resources will notify the employee of the option to continue insurance elections by paying the total cost (employee and employer portions) of insurance premiums. The employee may elect not to continue insurance, and in such a case, the employee will not be responsible for the payment of those premiums during the leave period. If so, he/she will be asked to sign a waiver.

*Employees who receive less than ten hours of pay in a given pay period and who do not have Workers’ Compensation Leave, Military Leave, or FMLA leave approved that pay period will be responsible for the employee premium as well as the employer portion of their medical insurance.