



XAVIER UNIVERSITY

Unpaid Leave

Effective: April 30, 2008

Last Updated: April 30, 2008

Responsible University Office: Human Resources

Responsible Executive: Associate Vice President for Human Resources

Scope: All University Employees

A. REASON FOR POLICY

Xavier University recognizes that on rare occasions some employees may require an extended leave of absence for a variety of personal or health-related reasons.

B. POLICY

Supervisors may approve time off without pay to employees for situations such as the following:

- a. Additional vacation time
- b. Religious days
- c. Weddings
- d. Extended illness
- e. Personal business

C. DEFINITIONS

Leaves of absences are defined as unpaid absences authorized in advance for a period of two (2) weeks to six (6) months.

D. PROCEDURE

1. When an employee foresees an absence situation that is expected to last two (2) weeks or more, they must submit a written request for a leave of absence to their supervisor. The request should include the reason and probable length of the leave of absence.

- a. If approved, supervisors should forward copies of the leave request to the Office of Human Resources.

Prior to the start of the leave, the employee should contact the Office of Human Resources to discuss the effects of the leave on their benefit program and to make arrangements for continued employee insurance contribution payments as appropriate during the leave.

2. The employee is required to keep their supervisor informed of their status at pre-arranged times as specified. Failure to contact the supervisor at the expiration of the leave will be considered a voluntary resignation.

3. Employees needing an extension of leave of absence should contact their supervisor to discuss and submit such request in writing. However, unpaid leaves shall not extend beyond 6 months.

4. In leave of absence cases, the department supervisor should work in coordination with the Office of Human Resources to ensure that the affected employee is not adversely impacted by any changes to pay, benefits or other working conditions that may occur as a result of their leave of absence.

5. The university shall run Family Medical Leave concurrent with the unpaid leave of absence if it is a qualifying event under the Family Medical Leave Act.

Other applicable policies and/or resources:

Military Leave
Bereavement Leave
Family Medical Leave Act (FMLA)