



XAVIER UNIVERSITY

Unpaid Leave

Effective: April 30, 2008

Last Updated: May 25, 2023

Last Reviewed: March 29, 2023

Responsible University Office: Office of Human Resources

Responsible Executive: Associate Vice President for Human Resources

Scope: All University Employees

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.

Supervisors, in consultation with Office of Human Resources (OHR), may approve time off without pay to employees for situations such as the following:

- a. Illness or injury of the employee or the employee's immediate family which is not covered by the FMLA
- b. Personal business
- c. Extended illness – up to 3 consecutive months

Definitions

Leaves of absences are defined as unpaid absences authorized in advance for a period of two (2) weeks to three (3) months.

Procedures

1. When an employee foresees an absence situation that is expected to last two 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.
2. In leave of absence cases, the department supervisor should work in coordination with the OHR 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.
3. Supervisors should forward copies of the leave request to the OHR for consultation.
4. Prior to the start of the leave, the employee should contact the OHR to discuss the effects of the leave on their benefit program and to arrange for continued employee insurance contribution payments as appropriate during the leave.
5. 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.
6. Employees needing an extension beyond three (3) months of leave of absence should contact their supervisor to discuss and submit such request in writing. However, unpaid leaves shall not extend beyond six (6) months.
7. Unpaid leave shall run concurrently with all other types of leave, including: Family Leave, Sick Leave, and Workers' Compensation.
8. Employees are eligible for one leave in the maximum amount of up to three months in a rolling 12-month period, inclusive of all types of leave whether paid or unpaid. In the event that an employee is unable to return to work after three (3) months the employee's employment may be terminated. However, upon written request of the employee, Xavier University may extend the leave for up to an additional three (3) months. Factors to be considered in granting an extension of the leave include the reason for the requested extension and the employee's ability to return to work by a specific date. If the leave is extended beyond the three (3) months, the employee will be reinstated upon the conclusion of the leave only if there is a position available for which the employee has been trained and is qualified to perform. If no such position is available, the employee's employment may be terminated.

Other applicable policies and/or resources:

Military Leave

Sick Leave

Family Leave

Family Medical Leave Act (FMLA)

Workers Compensation/On the job injuries