



XAVIER UNIVERSITY

Unpaid Leave

Effective: January 1, 2026

Last Updated: November 10, 2025

Last Review: November 10, 2025

Responsible University Office: Human Resources

Responsible Executive: Vice President for Human Resources, CHRO

Policy Number & Name: Essential Personnel

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 health-related or personal reasons.

B. POLICY

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

- a. Non-FMLA Medical Leave
- b. Personal

C. DEFINITIONS

Leaves of absences are defined as unpaid absences authorized in advance for a period of up to a maximum of 30 days. All PTO, save for 75 hours/10 days, should be exhausted before making an unpaid leave request.

D. PROCEDURE

When an employee foresees an absence situation, they must submit a written request for a leave of absence to their supervisor. The request should include whether the leave of absence is Non-FMLA Medical or Personal, and the probable length of the leave of absence.

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

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

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.

E. HISTORY

The Unpaid Leave policy was updated in December 2025.

F. POLICY REVIEW SCHEDULE

Next Review: To be determined.

Other applicable policies and/or resources:

[Family Medical Leave Act \(FMLA\)](#)