

Shawnee State University

AREA:	BUSINESS AFFAIRS	POLICY NO.:	4.67
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		PAGE NO.:	1 OF 2
		EFFECTIVE DATE:	6/18/93
SUBJECT:	PROFESSIONAL LEAVES OF ABSENCE FOR ADMINISTRATORS, WITHOUT PAY	RECOMMENDED BY:	D. Creamer
		APPROVED BY:	

1.0 PURPOSE

- 1.1 Leaves of absence without pay may be granted to administrative staff for study, research, and professional development when, in the University's sole determination, it is deemed that the leave will enhance the employee's value to the University.

2.0 DURATION

- 2.1 The duration of such a leave may be for any period up to a year, with renewal possible for a second year.

3.0 PROCEDURE

- 3.1 All leaves must be approved six months prior to departure accompanied by an acceptable written justification. If circumstances do not allow compliance with this time frame, consideration will be made on a case by case basis.
- 3.2 Such leaves may be requested from the employee's supervisor, to the next level supervisor and to the appropriate Vice-President. Final approval must be given by the President.

4.0 CONTINUATION OF BENEFITS

- 4.1 The individual granted professional leave may continue uninterrupted health care insurance by making premium payments through the Department of Personnel. In some circumstances, the President may authorize that health care and other benefits (including tuition reimbursement) be maintained at University expense for a period of up to one year.
- 4.2 The University contribution toward retirement will continue for administrators on leave of absence providing:
 - 4.2.1 The leave is consistent with the Public Employees Retirement System membership requirements.
 - 4.2.2 The staff member shall contribute his/her normal retirement contribution of the period of leave.

- 4.2.3 That all other avenues of funding the University retirement payments through grant, contracts, or other means, to the University have been exhausted.
- 4.2.4 The appropriate vice president for the employee's area of employment deems that leave to be of further benefit to the University and that the appropriate vice president gives in writing advance approval for payment.

5.0 RETURN FROM LEAVE

- 5.1 An employee may, upon request, return to work prior to the expiration of a leave of absence if such early return is agreed to by the employee's supervisor, appropriate vice president and the President and if the position has not been filled on a temporary basis.
- 5.2 Upon completion of an approved leave of absence the employee will be returned to his/her former position. If leave extends beyond one year, the University will attempt to return the employee to his/her former position or a position at an equivalent grade.
- 5.3 If a staff member decides not to return from a leave, he/she should notify the supervisor not less than 60 days prior to the date of termination of leave. Should the staff member not return at the conclusion of the leave, he/she will be considered as separated from the University.

6.0 CONTINUING SERVICE

- 6.1 It is expected that a staff member will return to Shawnee State a minimum of one additional year OF service following the leave period. If benefits are extended, an individual who elects not to return from leave will be required to refund the University an amount equal to the compensation received while on unpaid leave.