

# UP 31.03.04.H0.01: Leave of Absence Without Pay



Approved: October 29, 2012  
Next Scheduled Review: March 2015

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## Procedure Statement

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System Regulation [31.03.04](#), *Leave of Absence Without Pay*, authorizes CEOs to approve leaves of absence without pay for foreign service, military training and duty, work related injuries, parental and family and medical leave. For parental and family and medical leave procedures, refer to System Regulation [31.03.05](#), *Family and Medical Leave*, and Texas A&M University- Texarkana Procedure 31.03.05.H1.01, *Family and Medical Leave*.

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## Reason for Procedure

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This procedure establishes the A&M-Texarkana leave of absence without pay process.

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## Procedures

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1. All leaves of absence without pay will be requested on Leavetraq.
2. Divisional administrators may approve leaves of absence without pay for up to one year. Extensions may be requested in writing on a year-to-year basis subject to the President or designee's approval. Additional information which may clarify or have a bearing upon the proposed leave of absence may, at the requester's option, be forwarded to the divisional administrator.
3. Military leave not covered in A&M-Texarkana Procedure [31.03.03.H1.03](#) may be approved by the Divisional Administrator for periods of up to five years.
4. Employee insurance benefits while on a leave of absence without pay are discussed in System Regulation [31.02.02](#), *Group Insurance Programs*.

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## Related Statutes, Policies, or Requirements

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The A&M System Regulation 31.03.04, *Leave of Absence Without Pay*; <http://policies.tamus.edu/31-03-04.pdf>

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## Contact Office

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