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

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

Procedure Statement

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.

Reason for Procedure

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

Procedures

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.

Related Statutes, Policies, or Requirements

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

Contact Office

Office of Human Resources
903.223.3012