

Leave of Absence Without Pay (Non-Medical) Personnel Related Staff (PRS) Checklist

If the leave is for illness, injury, childbearing, child-rearing, family illness or injury, Human Resources and Equal Opportunity (HR/EO) is to be notified as this may be a qualifying event under the federal Family Medical Leave Act (FMLA). FMLA materials are located at:

http://www.hreo.ku.edu/policies_procedures/category_details/43. Leaves without pay for purposes of childbearing, child-rearing, or other family-related needs will be granted in accordance with applicable state and federal regulations.

Length of KU and State service is adjusted for leaves without pay.

University Support Staff (USS): The Department of Human Resources and Equal Opportunity determines eligibility for USS employee requests for leave of absence without pay (LWOP).

Advise employee of the following, generally, the employee has the option of using or not using paid leave prior to going on leave of absence without pay.

1. The use of vacation leave is optional in any leave of absence situation, except when requesting leave without pay under the Family and Medical Leave Act (FMLA).
2. USS employees scheduled to be off work 30 days or more without pay – should complete a [Request for Leave of Absence Without Pay Form](#) and send with appropriate justification for the leave to HR/EO, after department has approved leave.
3. HR/EO will notify the employee by a letter of approval. A copy of the letter will be sent to the PRS and to the Benefits and Payroll office contacts. Payroll will key the leave of absence from the letter start and end dates.
4. If the employee requests an extension of the leave, justification for extending the leave for non-medical reasons must be received by HR/EO by the end of the initial leave period.

Unclassified Professional Staff (UPS): A staff member who applies for a leave of absence without pay may be granted such leave when it is considered to be in the best interest of the individual and the University.

1. A leave may be granted for purposes such as personal needs or educational/professional advancement.
2. A written application for leave without pay with the endorsement of the appropriate chairperson or director should be submitted to the appropriate dean, vice provost, vice chancellor or University director. An approved copy is to be sent to HR/EO.
3. Board of Regents' policy states that a leave without pay for up to three years may be granted by the chief executive officer of the institution when he or she judges that such leave is in the best interests of the institution. No leave may be granted to any employee who has accepted a permanent position with another postsecondary institution. For more details, see the [Regents Handbook](#) Section 12. b.

Questions regarding leave without pay can be directed to Human Resources and Equal Opportunity at 4-4946 or email at hrdept@ku.edu.