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Effective Date: **June 1, 2015**

**POLICY**

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# **Employee Handbook – Section 315 Leave of Absence – Personal (unpaid)**

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RESPONSIBLE OFFICE

**Human Resources**

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## **315 Leave of Absence – Personal (unpaid)**

### **315.1 Definition**

A Leave of Absence for personal reasons is an authorized absence from work without pay for a consecutive period of time between eleven (11) workdays and three (3) calendar months, which may be granted after an employee has exhausted his or her Vacation Leave, available Personal Days, and available Compensatory Time Off.

### **315.2 Eligibility**

All regular, full-time employees and regular, part-time employees scheduled to work at least 50% of the regularly scheduled workweek are eligible for this leave of absence after completing one year of continuous service.

An employee's accrued Vacation Leave, available Personal Days, and available Compensatory Time Off must be fully used before the leave commences.

### 315.3 Length of Leave

A Leave of Absence for personal reasons is granted only in consecutive whole-day increments. The period of leave cannot be granted for less than eleven (11) consecutive workdays nor more than three (3) consecutive calendar months (see Unpaid Time Off policy).

A maximum of two (2) consecutive three-month leaves of absence may be granted in unusual circumstances. Each leave must be requested separately and the combined total period of leave cannot exceed six (6) consecutive calendar months.

### 315.4 Compensation and Benefits

Employees are not paid while on an approved leave of absence. For additional information, please refer to the [Faculty and Staff Benefits Handbook](#).

Vacation and Sick Leave Accruals—Employees do not accrue Vacation Leave or Sick Leave while absent from work on approved unpaid leave of absence.

Holidays—Employees on an approved unpaid Leave of Absence are not eligible for holiday benefits when a holiday falls within the period of the leave.

Intersession Closing—Employees on approved unpaid Leave of Absence are not eligible for Intersession if an Intersession Closing is declared and falls within the period of the leave.

### 315.5 Requests and Approvals

Employees must submit a written request for the leave of absence to their immediate supervisor at least one (1) month in advance of the desired time off. The one (1) month requirement may be shortened in emergency situations. Employee requests must specify the reason for the leave and the specific dates of the leave period.

Supervisors are responsible for forwarding Leave of Absence requests to the Department Head for the initial decision. Employees are to be informed in writing of requests that are not approved at the Department Head level. Requests that are approved at the Department Head level must be forwarded to the Provost or the appropriate

Vice President for the final decision. The final decision must be communicated in writing to the employee. The Chief Human Resources Officer of Human Resources is to be notified in writing of the final decision at the time the employee is notified.

A leave of absence for personal reasons will be approved only if it is expected that the employee will return to his or her position when the leave is completed. Exceptions to this requirement may be made in unusual circumstances.

Approval decisions must take into consideration the staffing and budgetary needs of the department. Requests may be denied on the basis of these or other reasonable considerations.

### **315.6 Conditions of Re-employment**

An employee on an approved Personal Leave of Absence for eight (8) weeks or less is entitled to return to the same or similar position without loss of employment benefits for which he or she was eligible on the date the leave commenced. An employee who is on an approved leave for a period of between eight (8) weeks and six (6) months shall receive every reasonable consideration by the University in returning to his or her original position or to a position of like responsibility and pay; however, the University cannot guarantee re-employment.

If an approved Leave of Absence is for a period of one (1) month or longer, the employee must give his or her supervisor written notification of intent to return to work. Notification must be received at least two (2) weeks in advance of the expected return date.

An employee who fails to return to work by the expected return date will be considered to have resigned voluntarily from the University.

### **315.7 Related Policies**

- 301 [Vacation Leave](#)
- 303 [Personal Days](#)
- 309 [Compensatory Time Off](#)
- 312 [Family and Medical Leave](#)
- 313 [Unpaid Time Off](#)

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THIS POLICY STATEMENT IS PART OF THE [EMPLOYEE HANDBOOK](#), AND SHOULD BE READ IN CONJUNCTION WITH ALL OF THE POLICIES THAT COMPRISE THE HANDBOOK. THE PROVISIONS OF THE EMPLOYEE HANDBOOK DO NOT CONSTITUTE AN EMPLOYMENT CONTRACT AND DO NOT ALTER THE AT-WILL STATUS OF AN EMPLOYEE.

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END OF POLICY TEXT

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## Additional Resources Regarding This Policy

### Related Policies and Procedures

- [Employee Handbook Policies Manual](#) (staff)
  - [Section 315 Leave of Absence – Personal \(unpaid\)](#) -[this Policy]
  - [Section 318 Paid Family and Medical Leave](#)
  - [301 Vacation Leave](#)
  - [303 Personal Days](#)
  - [309 Compensatory Time Off](#)
  - [312 Family and Medical Leave \(FMLA\)](#)

- [313 Unpaid Time Off](#)
- [BU Paid Family and Medical Leave Law Policy](#) - effective January 1, 2021
- [Boston University Family and Medical Leave Policy for Temporary Employees, Part-Time Faculty, and Former Employees](#) - effective January 1, 2021
- [Employee Handbook Policies Manual](#) (staff)
- [Faculty Handbook](#) (faculty)

### Related BU Websites

- [Human Resources](#)
  - [HR Policies](#)
  - [Manager Resources](#) - HR Website
    - [Leaves of Absence](#)

Categories: Non-Represented Staff Keywords: allow, authorize, Employee Handbook