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Effective Date: **June 1, 2015**

**POLICY**

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**EMPLOYMENT**

# **Employee Handbook – Section 313 Unpaid Time Off**

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RESPONSIBLE OFFICE

**Human Resources**

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## **313 Unpaid Time Off**

### **313.1 Definition**

This policy incorporates the provisions of the Family and Medical Leave Act (FMLA) with policies and benefits that were available to eligible Boston University employees before the act was passed.

### **313.1 Definition**

Unpaid Time Off is an authorized absence from work without pay for ten (10) consecutive workdays or less, which may be granted for medical or personal reasons after an employee has exhausted his or her applicable Vacation Leave, Sick Leave, available Personal Days, and available Compensatory Time Off.

### **313.2 Eligibility**

All regular, full-time employees and regular, part-time employees are eligible upon hire for Unpaid Time Off.

In cases of Unpaid Time Off that is requested for personal reasons, an employee's accrued Vacation Leave, available Personal Days, and available Compensatory Time Off must be fully used before the Unpaid Time Off commences.

In cases of Unpaid Time Off that is requested for medical reasons, an employee's accrued Vacation Leave, accrued Sick Leave, available Personal Days, and available Compensatory Time Off must be fully used before the Unpaid Time Off commences.

### **313.3 Length of Absence**

Unpaid Time Off is granted only in whole-day increments. It may be granted for a single workday or a number of consecutive workdays up to a maximum of ten (10). Unpaid Time Off cannot be granted for more than ten (10) consecutive workdays. Unpaid absences of more than ten (10) days must be requested under a leave of absence policy.

### **313.4 Compensation and Benefits**

With the exception of the Boston University Retirement Plan, employees maintain their regular benefits while absent from work on approved Unpaid Time Off. Since contributions to the Boston University Retirement Plan are based on employee earnings, Unpaid Time Off will reduce the employee and employer contributions to the plan. Employees are not paid for this absence. For additional information, please refer to the Faculty and Staff Benefits Handbook.

### **313.5 Requests and Approvals**

Employees must submit a written request for Unpaid Time Off to their immediate supervisor at least 24 hours in advance of the desired time off. The written requirement may be waived in emergency situations.

Supervisors are responsible for obtaining departmental decisions and communicating them in writing to the employees. Approvals must clearly define the duration of the absence and the

date the employee is expected to return to work. Department Heads are authorized to approve requests for Unpaid Time Off.

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.

### **313.6 Other Provisions**

An employee may request more than one period of Unpaid Time Off during a fiscal year. However, during any one fiscal year, an employee will not normally be granted more than a total of ten (10) days of Unpaid Time Off.

Employees who are absent from work without approval of their supervisor may be subject to discipline and discharge. Such absences will be taken as Unpaid Time Off.

Upon returning to work from Unpaid Time Off that was granted for medical reasons, an employee is expected to provide a doctor's certificate that establishes the employee's fitness for work.

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

### **313.7 Related Policies**

- 301 [Vacation Leave](#)
- 302 [Sick Leave](#)
- 303 [Personal Days](#)
- 309 [Compensatory Time Off](#)
- 312 [Family and Medical Leave \(FMLA\)](#)
- 314 [Leave of Absence—Medical \(unpaid\)](#)
- 315 [Leave of Absence—Personal \(unpaid\)](#)



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)
  - [301 Vacation Leave](#)
  - [302 Sick Leave](#)
  - [303 Personal Days](#)
  - [309 Compensatory Time Off](#)
  - [312 Family and Medical Leave \(FMLA\)](#)
  - [314 Leave of Absence – Medical \(Unpaid\)](#)
  - [315 Leave of Absence – Personal \(Unpaid\)](#)
  - [318 Paid Family and Medical Leave](#) – effective January 1, 2021
- [Faculty Handbook](#) (faculty)

### Related BU Websites

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