

APPLICATION FOR LEAVE OF ABSENCE
UNIVERSITY OF NEBRASKA-LINCOLN
(Revised August 2013)

Granting of leaves of absence is contingent on satisfactory replacement or other arrangements having been made so that responsibilities of the individual are covered and functions in the department are not disrupted. [Board of Regents Bylaws 3.43] Approval for leave is not automatic except as required by law or UNL policies. NOTE: Educational and Faculty Development Fellowships must provide value to the institution.

All Leaves of Absences must be reported to the Board of Regents except for the following: (1) first six months of sick leave; (2) military leave; (3) jury leave; and (4) Family Medical Leave.

Requests for leave should be submitted 30 days prior to the leave unless the situation precludes doing so.

Name of Applicant: _____

College: _____

Unit: _____

Rank: _____

Hire Date: _____

Leave of Absence Requested:

- Military [also found in Firefly; 10-day notification required (without emergency status); 15 days automatically granted.]
- Jury or Civil [In most cases, not an option to not approve.]
- Personal [Attach relevant support documentation.]
- Temporary Disability/Sick [If sick leave goes beyond 6 months, applicant must have prior approval of the Board of Regents to extend the sick leave.]
- Educational [e.g., Fellowship, Visiting Scientist]
- Faculty Development Fellowship [Attach other required forms.]
- Family Medical Leave [Attach Request for Family/Medical Leave form; other documentation stays in the Business Center. Approval forms returned to Business Center to be submitted to Human Resources.]
- Leave Without Pay¹
- Other: [Explain – NOTE: This includes use of crisis leave.]

Date of Leave of Absence _____

OR

Dates of Fellowship or Visiting Scientist (Proposal or Agreement must be attached ²):

- Fall Semester: _____
- Spring Semester: _____
- Academic Year: _____
- Other: _____

Signature of Applicant

Date

APPROVALS:

Chair/Head/Director/District Director

Date

Chair/Head/Director/District Director

Date

Dean

Date

Dean

Date

IANR Vice Chancellor

Date

-Over for additional information-

¹ The information below is taken from the University of Nebraska Administration Human Resources Handbook for Policies. The PREFACE states: "The following University-wide Human Resource Policies are applicable to the Managerial-Professional and Office and Service Staff. However, some policies are applicable to all employees of the University regardless of employees classification based on Board of Regents Bylaws and Policies."

LEAVE OF ABSENCE

- 1.0 Regular employees may be granted a leave of absence without pay for a maximum of one (1) year.
 - 1.1 For professional staff a leave of absence may be extended one (1) additional year as granted by the Board of Regents.
- 2.0 Upon return from leave, the employee shall be entitled to the same or comparable position subject to budgetary limitations.
- 3.0 A leave of absence shall be granted only when it is in the best interest of the University.
- 4.0 Sick leave and vacation leave shall not accrue during a leave of absence. All unused vacation leave shall be used prior to the effective date of the leave of absence. All unused accrued sick leave shall be carried forward upon return from the leave of absence
- 5.0 For the purpose of service award recognition, an employee's service date is adjusted for leave of absence without pay.

The following information is taken from the University of Nebraska-Lincoln Human Resources web site.

LEAVE OF ABSENCE WITHOUT PAY

Regular employees, including those on corrective probation, may be granted leave of absence without pay with approval of the employing department and Human Resources. Such leave may be granted for a maximum of one year.

A leave of absence ensures the employee the same or a similar job upon returning to UNL. The department is responsible for working with the employee to document the agreement in advance of the leave.

All accrued vacation leave must be used before the effective date of a leave of absence. Except for family/medical leave and certain instances involving military leave, an employee who has an accrued vacation balance will not be granted leave without pay. Departments may, however, choose not to pay an employee for an absence that is not appropriately requested or approved.

Compensatory time must be taken or paid out before a leave without pay.

Sick leave and vacation leave do not accrue during a leave of absence without pay.

Insurance benefits may be continued during a leave of absence with the employee paying the entire premium. Employees should contact the Benefits Office (472-2600) prior to the leave for further information. For employees on family/medical leave the University's contribution to insurance benefits will continue.

It is the department's responsibility to document a leave of absence with a PAF and to adjust the service date to reflect any leave of absence longer than 14 calendar days [UNL Human Resources Policy].

² Form available at IANR Supplemental Guidelines for Faculty Development Fellowship Program on the IANR home page under Faculty and Staff, Administration and Governance, IANR Policy Files