THE UNIVERSITY OF MICHIGAN

STANDARD PRACTICE GUIDE

SECTION:	Human Resources	**Number:**	201.30-1
		Revised:	1/27/05
SUBJECT:	Leaves of Absence Without Salary	**Date Issued:**	
		Review Date:	1/27/09
		Attachment(s)	0
APPLIES TO:	Regular Instructional Faculty, Clinical Instructional Faculty, Research Scientists, Research Professors, Archivists, Curators, and Librarians		
ISSUED BY:	Office of the Provost and Executive Vice President for Academic Affairs Human Resources and Affirmative Action		

I. Policy

The President or his or her designated representative may grant leaves of absence without salary on recommendation by the dean or director to members of the instructional staff for periods of up to one year, and to primary archivists, curators, librarians, and researchers.

Only the Board of Regents may grant leaves exceeding one year in duration and extensions of leaves beyond one year for instructional staff when an appropriate request is made on recommendation by the department head, the dean or director, and the president.

Leaves of absence for instructional staff will be reported monthly to the Board of Regents.

II. Regulations and Definitions

A. Types of Leaves

Leaves of absence will be granted for these reasons: child care, disability, educational, government or public service, medical, military service, personal, outside teaching, research, and scholarly activity.

B. Eligibility and Duration

Type	**Child Care**
Eligibility	Available to both female and male staff members following the birth of the staff member's child or following the adoption of a child who is under the age of six. Granted after disability from pregnancy ends. (See SPG 201.11-1, Sick Leave Plan.)
Duration of Initial Leave	Up to one year from the date of the child's birth or the date of adoption.

Type	**Disability (Long Term)**
Eligibility	A person who is eligible for a University Disability Plan (see http://www.umich.edu/~benefits/events/disabled.htm), and who has exhausted all sick leave and vacation benefits. (See SPG 201.11-1, Sick Leave Plan.)
Duration of Initial Leave	Duration of disability, or until age 65, as covered by University Disability Plans (see http://www.umich.edu/~benefits/events/disabled.htm).
Type	**Educational**
Eligibility	Granted at the University's discretion to a person with at least one year of continuous service who undertakes a full-time, accredited educational program that is directly related to the person's current position or to positions within the University to which the person may reasonably aspire; and whose program is to be completed within four continuous years.
Duration of Initial Leave	Up to one year, renewable.
Type	**Government or Public Service***
Eligibility	The person is elected** to a full-time public political office (except that of Michigan state legislator)***, or appointed to an office of significant responsibility such as head of or assistant to the head of an office, department, or branch or the federal, state, or local government, or to a position of significant responsibility in a non-profit organization dedicated to public service.
Duration of Initial Leave	One term of office, if any, or for one year. Renewable upon request for additional terms of office, or years of service, on recommendation by the dean or appropriate administrative officer.

*For procedures related to notifying the Vice President and Secretary of the University of candidacy for, or election or appointment to public office, see Regents' Bylaw 5.13, "Governmental Activities."

**In addition, a candidate for elective public office may request a leave for the period of his or her campaign for office.

***Michigan state legislators are prohibited by the State's Constitution from simultaneously being on a leave of absence from a public employer.

Type	**Maternity:** Although there is no leave by this title, coverage is provided under SPG 201.11-1, Sick Leave Plan, as well as the medical and child care leaves described in this SPG.
Type	**Medical**
Eligibility	The person is unable to work because of personal illness or injury, or disability related to pregnancy; and has exhausted all sick leave. (See SPG 201.11-1, Sick Leave Plan.)
Duration of Initial Leave	Up to one year
Type	**Military Service**
Eligibility	The person has a: Selective Service induction, A-1 enlistment, or a call-up as a member of the National Guard or Reserve. (See SPG 201.30 and 201.30-1)
Duration of Initial Leave	Period of active duty or four years plus additional time imposed by law, if any, plus 90 days after release from duty.
Type	**Personal**
Eligibility	A person has an appropriate reason, and the recommendation of department head and dean or director.
Duration of Initial Leave	Up to one year

Pregnancy: Although there is no leave by this title, coverage is provided under SPG 201.11-1, Sick Leave Plan, as well as the medical and child care leaves described in this SPG.

Type	**Outside Teaching Assignment**
Eligibility	The person is invited to teach as a visiting faculty member in another teaching institution.
Duration of Initial Leave	Up to one year
Type	**Research**
Eligibility	The person is invited to participate in a unique research project.
Duration of Initial Leave	Up to one year
Type	**Scholarly Activity**
Eligibility	The person is the recipient of a prestigious award. (See SPG 201.30-4, Scholarly Activity.)
Duration of Initial Leave	Up to one year

C. Compensation during Leave

Leaves of absence are without compensation by the University except as provided by the University Disability Plans (see http://www.umich.edu/~benefits/events/disabled.htm) and the Scholarly Activity Leave Plan (SPG 201.30-4).

D. Sick Leave

A medical leave without salary or a disability leave will not be granted until the requesting person has fully exhausted the benefits of the Sick Leave Plan. (See SPG 201.11-1.) No additional paid sick leave will accrue under the Sick Leave Plan during a leave.

E. Vacation

Vacation benefits, where appropriate, will be paid off at the beginning of a military leave, and may be paid off prior to other leaves. No vacation will accrue while the person is on leave. (See SPG 201.64-1.)

F. Effects of Leaves on Benefits

For information about benefit coverage during a leave, refer to the Benefits website at http://www.umich.edu/~benefits/events/leaves.htm.

G. Length of Service

University service will continue to accumulate during leaves of absence and extensions. If, however, the person does not return to work, the last day worked will be considered the date of termination for the purposes of determining eligibility to retire or for Disability Plan benefits.

H. Outside Employment

In some cases leaves may be granted that involve accepting employment outside the University. In addition to leaves for government service and military service, temporary assignments in teaching or research related to a person's University responsibilities may be approved if they give promise of enhancing the person's usefulness as a teacher or scholar. (See Regents' By-law, Sec. 5.12, "Outside Employment.") A faculty member who has accepted a tenure track or tenured position at another institution is not eligible for a Leave of Absence Without Salary. Exceptions to this policy must be approved by the Provost and Executive Vice President for Academic Affairs on the Ann Arbor campus or by the respective provost and vice chancellor on the Dearborn or Flint campus.

I. Failing to Return from a Leave

Failure to report for assignment at the conclusion of a leave without requesting and receiving an extension of the leave will be considered a resignation.

J. Excused Absence Without Pay

Excused absences without pay must be recorded using the appropriate time reporting code on the employee's time report. Periods of absence without pay that are longer than three calendar weeks must be covered by a leave of absence. (Exception for U-year or 8 month appointees: the period between the Winter Term and the Fall Term; i.e. Spring/Summer Terms.)

K. Medical Examination

A staff member returning from a medical leave may be required to provide a physician's statement releasing the staff member to return to work, and noting restrictions, if any.

The University may require, without cost to the staff member, that a physician or physicians of its choosing examine the staff member and provide evidence of ability to return to work that is acceptable to the University before being returned to active employment.

L. Return Before the Expiration of a Leave

A staff member's return to work before the expiration of a leave or extension is at the discretion of the department head and the dean or director.

Procedures: http://www.umich.edu/~hraa/procedures/spg201-30-1.htm