

## Texas A&M AgriLife Research Procedures

### 31.03.04.A0.01 | Leave of Absence Without Pay

*Approved: September 29, 1998*

*Revised: July 21, 2001*

*September 13, 2007*

*August 30, 2012*

*Reviewed: October 6, 2014*

*Next Scheduled Review: October 6, 2019*



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#### **PROCEDURE STATEMENT**

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System Regulation 31.03.04, *Leave of Absence Without Pay*, authorizes Chief Executive Officers (CEOs) to approve leaves of absence without pay for foreign service, military training and duty, work-related injuries, parental and family and medical leave. For parental and family and medical leave procedures, refer to System Regulation 31.03.05, *Family and Medical Leave*, and Texas A&M AgriLife Research (AgriLife Research) Procedure 31.03.05.A0.01, *Family and Medical Leave*.

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#### **REASON FOR PROCEDURE**

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This procedure outlines the approval process for leaves of absence without pay.

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#### **PROCEDURES AND RESPONSIBILITIES**

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##### 1.0 REQUEST PROCEDURES

All leaves of absence without pay will be requested on LeaveTraq.

##### 2.0 APPROVALS

Department/unit heads may approve leaves of absence without pay for up to one year. Extensions may be requested in writing on a year-to-year basis subject to the Director or designee's approval. Additional information which may clarify or have a bearing upon the proposed leave of absence may, at the requester's option, be forwarded to the department/unit head.

##### 3.0 INSURANCE BENEFITS

Employee insurance benefits while on a leave of absence without pay are discussed in System Regulation 31.02.02, *Group Insurance Programs*.

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#### **RELATED STATUTES, POLICIES, OR REQUIREMENTS**

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[System Regulation 31.03.03](#), *Leave of Absence With Pay*

[System Regulation 31.03.04](#), *Leave of Absence Without Pay*

[System Regulation 31.02.02](#), *Group Insurance Programs*

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**CONTACT OFFICE**

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For questions concerning this procedure, contact Texas A&M AgriLife Human Resources at 979-845-2423.