

## Texas A&M Veterinary Medical Diagnostic Laboratory Procedures

31.03.04.V0.01 | Leave of Absence Without Pay

Approved: June 15, 2009  
Revised: December 5, 2014  
January 20, 2015



Next Scheduled Review: January 20, 2020

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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 Veterinary Medical Diagnostic Laboratory (TVMDL) Procedure 31.03.05.V0.01, *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

The TVMDL Associate Director 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 that may clarify or have a bearing upon the proposed leave of absence may, at the requester's option, be forwarded to the TVMDL Associate Director. Military leave not covered in TVMDL Procedure 31.03.03.V0.03, *Military Leave*, may be approved by Director or designee for periods of up to five years.

#### 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 AgriLife Human Resources at 979-845-2423.