

Texas A&M AgriLife Extension Service Procedures

31.03.04.X0.01 | Leave of Absence Without Pay

Approved: June 21, 2001
Revised: September 13, 2007
September 4, 2012

Reviewed: October 6, 2014

Next Scheduled Review: October 6, 2019



PROCEDURE STATEMENT

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 Extension Service (AgriLife Extension) Procedure 31.03.05.X0.01, *Family and Medical Leave*.

REASON FOR PROCEDURE

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

PROCEDURES AND RESPONSIBILITIES

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 and 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*.

RELATED STATUTES, POLICIES, OR REQUIREMENTS

[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*

CONTACT OFFICE

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