

Texas A&M Veterinary Medical Diagnostic Laboratory Procedures

31.03.04.V0.01 | Leave of Absence Without Pay

Reviewed: June 25, 2024

Next Scheduled Review: June 25, 2029

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PROCEDURE SUMMARY

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*.

PROCEDURES AND RESPONSIBILITIES

1.0 REQUEST PROCEDURES

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

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*.

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

Questions regarding this procedure should be referred to AgriLife Human Resources at 979-845-2423.

REVISION HISTORY

Approved: June 15, 2009

Revised: December 5, 2014

January 20, 2015
September 19, 2018
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