

## Texas A&M AgriLife Extension Service Procedures

31.03.04.X0.01 | Leave of Absence Without Pay

Revised: August 13, 2018

Next Scheduled Review: August 13, 2023



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### PROCEDURE SUMMARY

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

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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 Workday.

#### 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*.

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

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### REVISION HISTORY

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Approved: June 21, 2001

Revised: September 13, 2007

Revised: September 4, 2012

*Reviewed: October 6, 2014*

*Revised: August 13, 2018*

*Next Scheduled Review: August 13, 2023*