

## Non-Compensated Leaves of Absence

### BU-PP 406

#### Policy:

Baylor University may allow eligible faculty and staff non-compensated leaves and absences to be used for educational purposes, personal needs, sick leave, and military leave.

#### Topics:

[Types of non-compensated leaves of absence](#)

[Procedures](#)

[Continued benefits](#)

#### Related Policies:

[BU-PP 403 - Sick Leave](#)

[BU-PP 408 - FMLA](#)

[BU-PP 409 - Military Leave](#)

[BU-PP 412 - Group Long-Term Disability](#)

#### Additional Information:

Employee may be eligible for compensated sick leave, see [BU-PP 403](#). Employee may be eligible for long-term disability, see [BU-PP 412](#).

#### Contact:

Human Resources (254)710-2000

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#### Types of non-compensated leaves of absence —

- Educational leave  
Time for advanced study, research or related experience designed to contribute to the professional development of the employee
- Personal leave  
Time for personal business or personal activities
- Sick leave  
Non-compensated sick leave of absence may be granted for up to 12 weeks for FMLA ( See [BU-PP 408](#)) or up to 12 months (based on one month for each year of service), the two to run concurrently.
- Military leave  
A regular employee who is a member of a reserve component of the armed forces of the United States is entitled to military leave without pay for the period during which the employee is ordered to active duty. [Accrued vacation time](#) may be used for military leave.

#### Procedures —

##### Employee

##### **Non-compensated educational, personal and sick leave of absence:**

An employee may request a non-compensated educational, personal, or sick leave of absence by submitting a memo to the department head. The memo must contain the following information:

1. The effective date and expected date of return.
2. Specific purpose for which the leave is requested.
3. A statement of the applicant's expectation to return to work for a period equivalent to leave of absence duration.
4. A statement of applicant's agreement to reimburse the University for any benefits provided by the University, in the event he/she does not return to work for the agreed

- period.
5. Signature of applicant and date of application.
  6. In the case of sick leave of absence, the employee must provide a doctor statement on the attending physician's letterhead giving reason/purpose for leave of absence and expected date of return to work.
  7. The University cannot guarantee the same position will be available upon the conclusion of the leave of absence (notwithstanding FMLA requirements, see [BU-PP 408](#)).

**Military leave:**

A copy of the employee's official orders must accompany the employee's written request for military leave.

**Department Head/Supervisor**

If the department head concurs with the request, the application is submitted along with a [Leave of Absence Request](#) to the applicable dean or department head, and the divisional vice president for approval/disapproval.

**Continued benefits —**

Benefits continue during the period of leave according to the following outline:

**Educational and Personal Leave**

1. Baylor I.D. card and associated benefits
2. Parking decal(s)
3. Reduced-price tickets or free access to specified University events.
4. Tuition remission (see [BU-PP-450A](#) or [BU-PP450B](#))
5. Group Insurance coverage
  - May be continued only when the employee does not teach or work for another organization/institution during official leave of absence.
  - Coverage may continue on the basis of one month's coverage for each year of fulltime service with the University, not to exceed 12 months.
  - All costs normally funded by the University will become the expense of the employee plus the normal employee premium cost during the approved leave of absence.

**Sick Leave**

1. Baylor I.D. card and associated benefits
2. Parking decal(s)
3. Reduced-price tickets or free access to specified University events.
4. Tuition remission scholarships (see [BU-PP-450A](#) or [BU-PP450B](#))
5. Group Insurance coverage
  - Coverage may continue on the basis of one month's coverage for each year of fulltime service with the University, not to exceed 12 months.
  - The cost to continue insurance coverage will be the regular employee monthly contribution.

**Military Leave**

See [BU-PP 409](#)

**Group Long-Term Disability**

See [BU-PP 412 - Group Long-Term Disability](#)