

## **Benefits and Privileges: APM - 759 - Leaves of Absence/Other Leaves Without Pay**

### **759-0 Policy**

In addition to the special types of leaves listed in APM - 700 through 752, leaves of absence without pay for other good cause may be granted to academic appointees.<sup>1</sup> Good cause in this section may, in appropriate circumstances, include, but is not limited to, leaves for: innovation and entrepreneurship activities, a visiting appointment at another institution, professional development, or medical reasons under [APM - 710-11](#) when an appointee's paid medical leave has been exhausted.

For a leave without pay to engage in outside professional activities, appointees remain subject to conflict of commitment and outside professional activities requirements (such as disclosure and prior approval, annual reporting, and earnings provisions under APM - 671, but not limits on time spent). See [APM - 025](#), Conflict of Commitment and Outside Activities of Faculty Members, or [APM - 671](#), Conflict of Commitment and Outside Activities of Health Sciences Compensation Plan (HSCP) Participants and local HSCP School Implementing Procedures.

### **759-12 Leaves of Absence Without Pay for More Than One Year**

A leave of absence without pay shall not exceed one year in length and shall not extend beyond June 30 of the academic year in which the leave is granted, except as may otherwise be required by law. However, in the interests of the University, such a leave may be renewed in increments of one year or less (but not indefinitely) as follows:

#### **a. Professors, Associate Professors or equivalent academic ranks**

Leaves without pay for more than one year are normally granted only to Professors, Associate Professors or equivalent ranks.

#### **b. Persons of other ranks**

In exceptional cases, department chairs may recommend persons of ranks other than Professor, Associate Professor, or equivalent ranks for leave without pay for more than one year when it is certain that the department wishes to retain the applicant's services, and the purpose of the leave is one which will enhance the applicant's value to the University. In such cases, no assurance may be given, either directly or by implication, that the applicant will be retained beyond the period of service normally applicable to the applicant's rank, or that the applicant will be promoted when

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<sup>1</sup> For discussion about leaves provided as a reasonable accommodation for a disability, see [APM - 711](#), Reasonable Accommodation for Academic Appointees with Disabilities. For discussion about possible initiation of a medical separation review if an academic appointee is unable to return to work and/or perform the essential functions of the academic position after an interactive process has been exhausted, see [APM - 080](#), Medical Separation.

that period is over. Reappointment at the termination of leave is dependent upon availability of funds.

#### **759-21 Employment of Substitute**

If a replacement is necessary during the period of leave, the person employed as a replacement shall be notified in writing by the department chair that the appointment is limited to the period for which leave has been granted to the replaced individual.

#### **759-24 Authority**

Chancellors and the Vice President-Agriculture and Natural Resources are authorized to approve all leaves of absence without pay for appointees under their respective jurisdictions, subject to the provisions of APM - 759-0.

#### **Revision History**

Month XX, 2021:

- Substantive revisions to address the 2021 recommendation of the Regents Working Group on Innovation Transfer and Entrepreneurship.
- Technical revisions to correct minor grammatical errors and readability.

For details on prior revisions, please visit the [Academic Personnel and Programs website](#).