

**WINTHROP UNIVERSITY
PERSONAL LEAVE WITHOUT PAY POLICY**

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A. Purpose

To provide a policy and procedure by which employees may request leave without pay for reasons not otherwise provided for in other Winthrop University policies.

B. Applicability

The provisions set forth below apply to all employees assigned to established classified and unclassified positions.

C. Statements of Policy

All leave without pay granted under this policy must be approved by the President. Such leave may be approved only when the employee's accrued annual leave earnings are insufficient to cover the period the employee must be away from work and only with appropriate justification. Employees who earn annual leave are encouraged to maintain a reserve equal to a few days of leave earnings to provide for these occasions.

For leaves of absence due to illness or disability of the employee or to care for an immediate family member due to illness or disability, see Winthrop University Sick Leave Policy and/or Family Medical Leave Act Policy.

D. Procedure

1. An employee requesting leave without pay shall submit to the supervisor a written request to take remaining annual leave and leave without pay. The request shall include the purpose of the leave; the beginning and ending dates of the remaining annual leave; the beginning and ending dates of the requested leave without pay; and any other information the employee would like the supervisor and others within the line of authority to consider in reaching a determination. If the immediate supervisor recommends that the employee's request be approved, the supervisor will forward the employee's written request to the President through the appropriate line of authority. The supervisor should notify the Office of Human Resources upon approval of the request.

2. In the event of an emergency, the employee must notify the supervisor of the circumstances early in the work day. Non-exempt employees must report the leave taken with or without pay on their electronic timesheet submitted to the supervisor for approval. Exempt employees should have their supervisor contact the Office of Human Resources in order to be placed on leave without pay.

E. Unauthorized Leave

Any employee who is absent without authorized leave may be subject to disciplinary action up to and including termination.