LEAVE OF ABSENCE WITHOUT PAY

POLICY NUMBER: RESERVED FOR FUTURE USE
POLICY TYPE: ADMINISTRATIVE
RESPONSIBLE OFFICIAL TITLE: DIRECTOR OF HUMAN RESOURCES
RESPONSIBLE OFFICE: OFFICE OF HUMAN RESOURCES

I. POLICY STATEMENT

Personal Leave

Approval Process:
In special circumstances, a personal leave of absence without pay may be granted to an employee. The leave must be recommended by the department head and approved by the Human Resources Department.

Handling Requests:
Requests will be handled on a case-by-case basis considering the purpose and length of the leave, the expected length of service of the employee upon the return to employment as well as the current length of service, the operating needs of the department and the problems incurred in hiring a temporary replacement.

Reinstatement Provision:
A request for Personal Leave of Absence will be granted only if the department head can guarantee the same position or a similar position at the same pay rate to the employee upon return.

Length of Leave and Extensions:
Personal leaves may be granted up to 3 months (90 calendar days). Three month extensions may be granted to a maximum of 1 calendar year. (Extenuating circumstances may require more than one year.) An employee must apply for any extensions of the leave and the department head has the option at any time of disapproving an extension.

Effect on Work Benefits:
An employee on a Personal Leave of Absence must pay the total cost of the group life and health insurance plan normally provided by NKU if coverage is to be continued. Sick leave and vacation time will not accumulate during a Personal Leave, and the employee will not be paid for any holidays during the leave.

Reasons for Personal Leave:
A Personal Leave of Absence may be granted for such reasons as, but not limited to:
- Health problems of an extended nature
- Extended vacation period
- Educational purposes
- Child rearing
- Serving in elected civic office
- Serving in Vista, Peace Corps or other social welfare programs.
II. ENTITIES AFFECTED

Faculty and Staff

REVISION HISTORY

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