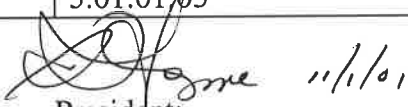


**AUSTIN PEAY STATE UNIVERSITY
POLICIES AND PROCEDURES MANUAL**

Policy Number: 5:040	Supersedes Policy Number: 5:040
Date: November 2, 2001	Dated: May 16, 1996
Subject: Leave of Absence	
Initiating Authority: Vice President for Academic Affairs	TBR Policy/Guideline Reference: 5:01:01:03
Approved:  President: 11/1/01	

It is the policy of Austin Peay State University to provide time off to regular employees who have insufficient accumulated annual and/or sick leave for the following reasons: illness, injury, or disability; educational purposes and justifiable personal reasons. (Refer to 5:043 for Maternity Leave Policy.) Leave of absence as referred to in this policy shall include any period of leave in a non-pay status or athletic competition leave as defined below. Leave of absence without pay, not to exceed one (1) year, may be granted for justifiable absences wherein it is not desirable to terminate the employee. The President must approve such leave.

When employees are on leave of absence for more than six months, the employee shall clear with the University. If the employee is classified as an administrative/professional or clerical/support employee, the employee should pick up a Clearance Form in Human Resources (refer to policy 5:025). If the employee is classified as a faculty member, the employee should pick up a Clearance Form from their Chair's office (refer to policy 5:016.) The employee shall follow the instructions given on the back of the form for returning keys, I.D. cards, library books, and for paying fines and other debts owed to the University. After this form has been completed, the employee shall go to Human Resources so that their benefits and receipt of their last paycheck can be discussed. Completion of the Clearance Form is required before the employee's final paycheck can be released. If the employee cannot complete the clearance process prior to processing of their final paycheck, direct deposit will be cancelled and a check will be released to the employee after clearance is complete.

The Chancellor may grant leave of absence for periods exceeding one (1) year upon recommendation of the President of the institution. Leave of absence shall be granted for any period (which may exceed one (1) year) when an employee transfers to another TBR institution or school or to the Board's central office and requests to be placed on leave of absence.

Employees who request an unpaid leave of absence due to a Family and Medical Leave Act (FMLA) qualifying event shall have their leaves processed in accordance with the provisions of Family and Medical Leave Policy 5:01:01:14 regarding eligibility, continuation of insurance coverages, maximum leave period for parents who are both State employees, etc.

If an employee is not eligible for FMLA leave or the period of the leave exceeds the FMLA maximum, the remaining balance of the leave shall be processed in accordance with the provisions of this policy.

In addition, an employee who is on an unpaid leave of absence which does not qualify as FMLA leave shall be responsible for paying both the employee and employer portion of insurance premiums.

While on leave of absence for educational purposes or other justifiable personal reasons other than non-qualifying FMLA leave, illness, injury or disability, an employee retains accumulated annual and sick leave, but does not earn or accrue additional annual or sick leave. An employee who has qualified for Workers' Compensation may retain accumulated annual and sick leave. In addition, an employee on leave of absence is not entitled to compensation for official holidays occurring within the leave period.

In addition to the previously defined leave of absence policy, pursuant to Chapter 52 of the Public Acts of 1989, public employees who qualify as members of a United States team for athletic competition, on the world Pan-American or Olympic level in a sport contest in either Pan-American or Olympic competitions are eligible to request a leave of absence with or without pay for the purpose of preparing for and engaging in the competitions just described. Team is defined as meaning any group leader, coach, official, or athlete who comprises the official delegation of the United States to World, Pan-American, or Olympic competition. In no event shall the total of all such leave exceed the period of the official training camp and competition combined plus a reasonable amount of travel time or 90 calendar days a year whichever is less. The granting of leave under this section shall be discretionary with the public employer. In order to qualify for athletic competition leave, a public employee must: 1) be actively working for the public employer from whom the leave is requested at the time the request is made; 2) request such leave of absence a reasonable period prior to the date the public employee wishes the leave to commence; 3) at the time of the request, the employee shall provide the employer with the actual or anticipated dates of the competition, the dates of the official training camp and specify the total number of leave days that will be necessary in order for the public employee to participate; 4) the public employee must provide satisfactory evidence of qualification and selection for participation.

The employee may be granted leave pursuant to the provisions of this Act with or without pay subject to the complete discretion of the employer. If leave of absence under this Chapter is granted with pay, the employee retains accumulated annual and sick leave and continues to earn or accrue additional annual and sick leave. The employee is also entitled to compensation for official holidays occurring within the leave period. If the

leave is granted without pay, an employee retains accumulated annual and sick leave, but does not earn or accrue additional annual or sick leave. The employee on leave of absence without pay is not entitled to compensation for official holidays occurring within the leave period. The president of the institution must approve the request. •