


AUSTIN PEAY STATE UNIVERSITY  
POLICIES AND PROCEDURES MANUAL

Policy Number: 5:040	Supersedes Policy Number: 5:023
Date: April 18, 1988	Dated: August 1, 1986
Subject: Leave of Absence	
Initiating Authority: Vice President for Finance and Administration	SBR Policy/Guideline Reference: 5:01:01:03
Approved:  President	

It is the policy of Austin Peay State University to provide time off to employees who have insufficient accumulated annual and/or sick leave for the following reasons: illness, injury or disability; educational purposes and justifiable personal reasons. Leave of absence as referred to in this policy shall include any period of leave in a non-pay status. 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. Such leave must be approved by the President.

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

While on leave of absence for educational purposes or other justifiable personal reasons other than illness, injury, disability, or maternity leave, an employee retains accumulated annual and sick leave, but does not earn or accrue additional annual or sick leave. In addition, an employee on leave of absence is not entitled to compensation for official holidays occurring within the leave period.