University Staff/American Federation of State, County and Municipal Employees AFL-CIO (AFSCME)

SUBJECT (R*)	EFFECTIVE DATE (R*)	POLICY NUMBER (O*)
PERSONAL LEAVE OF ABSENCE WITHOUT PAY (AFSCME)	June 2, 2017	1725.225

POLICY STATEMENT (R*)

An employee may be granted a LOA, for up to three months for personal reasons subject to approval by the department head. The request for the LOA must be in writing and should be examined carefully by the department head to determine whether the interest of the employee and the University would best be served by granting this leave.

All accrued vacation leave must be used before a LOA without Pay may be approved.

An employee does not accrue leave during the LOA without Pay portion of the leave. An employee shall not receive pay for holidays that fall within the period of the LOA.

Employees on a LOA are eligible for benefits pursuant to limitations of the program.

Upon completion of an approved LOA without pay, the employee is to be returned to the position formerly occupied, or to a position with equivalent status, pay, benefits and other employment conditions.

REASON FOR POLICY (O*)

To establish a policy that defines eligibility, duration and return from leave requirements for granting a Leave of Absence without Pay (LOA).

HISTORY (R*)

Adopted: September 22, 2006; Readopted: November 14, 2008; August 19, 2013; June 2, 2017.

RESPONSIBLE UNIVERSITY DIVISION/DEPARTMENT (R*)

Division of Human Resources
Florida International University

RESPONSIBLE ADMINISTRATIVE OVERSIGHT (R*)

Benefits Administration
Division of Human Resources
11200 S.W. Eighth Street, PC 224
Miami, Florida 33199
Telephone: (305) 348-2181

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*R = Required   *O = Optional