



**Personal Leave of Absence Without Pay #1710.245**

<b>INITIAL EFFECTIVE DATE:</b>  July 2005	<b>LAST REVISION DATE:</b>  May 7, 2025	<b>RESPONSIBLE UNIVERSITY DIVISION/DEPARTMENT</b>  Division of Human Resources Employee & Labor Relations
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**POLICY STATEMENT**

An employee may be granted a Personal Leave of Absence without Pay (PLOA), for up to three months for personal reasons subject to approval by the department head. The request for the PLOA 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 Personal LOA without Pay may be approved.

An employee does not accrue leave during the PLOA. An employee shall not receive pay for holidays that fall within the period of the PLOA.

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

Upon completion of an approved PLOA 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. Failure to return to work on the scheduled date will constitute job abandonment.

**SCOPE**

This policy is applicable to all faculty and staff.

**REASON FOR POLICY**

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

<b>DEFINITIONS</b>	
<b>TERM</b>	<b>DEFINITIONS</b>
N/A	N/A



**ROLES AND RESPONSIBILITIES**

N/A

**RELATED RESOURCES**

N/A

**CONTACTS**

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**HISTORY**

**Initial Effective Date:** July 2005  
**Review Dates** (*review performed, no updates*): N/A  
**Revision Dates** (*updates made to document*): February 15, 2024; May 7, 2025.