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Policy Information

Effective Date:

September 1, 1988

Last Revised Date:

June, 2007

Policy Number:

CSM 209.0

Reference:

Classified Staff Human Resources Policy Manual 209.0

University Staff Manual 3-103

Responsible Unit:

Human Resources

Email:

hadmin@email.arizona.edu [1]

Policy

If an absence from work for other than administrative leave purposes (i.e., those set forth in the [Administrative Absence with Pay policy](#) [2], Policy 208) is for a period of 28 calendar days or less, an excused unpaid absence may be granted. Approval is subject to individual circumstances and University need and is at the sole discretion of the employee's responsible administrator.

Eligibility

Any Classified Staff or University Staff employee, including a probationary employee, is eligible to request an excused unpaid absence.

Procedure

The responsible administrator may accommodate an employee's request to be granted an excused unpaid absence to the extent that the workload, department requirements, and other circumstances permit. The responsible administrator's signature on the Employee Time Record constitutes approval of the employee's request. The Time Roster shall be adjusted by the departmental Payroll Representative to reflect the correct number of hours for which the employee shall be paid.

Revision History*

12/01/2023: Updated responsible unit email address.

03/01/2023: Replaced *Division of Human Resources* with *Human Resources*.

Source URL:<https://policy.arizona.edu/employmenthuman-resources/excused-unpaid-absence>

Links

[1] <mailto:hradmin@email.arizona.edu> [2]

<https://policy.arizona.edu/classified-staff-human-resources-policy-manual>