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Policy Information

Effective Date:
September 1, 1988
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Policy Number:
CSM 209.0
Reference:
Classified Staff Human Resources Policy Manual 209.0
University Staff Manual 3-103
Responsible Unit:
Division of Human Resources
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Policy

If an absence from work for other than administrative leave purposes (i.e., those set forth in the
Administrative Absence with Pay policy, Policy 208 [2]) 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.