



Published on *Policies and Procedures* (<https://policy.arizona.edu>)

[Home](#) > Personal Leave of Absence

Policy Contents

- [Scope](#)
- [Policy](#)
- [Related Information*](#)
- [Revision History*](#)

Policy Information

Effective Date:

September 1, 1988

Last Revised Date:

January, 2020

Reference:

Classified Staff Human Resources Policy Manual 212.0

University Staff Manual 3-109

Responsible Unit:

Human Resources

Email:

hadmin@email.arizona.edu [1]

Scope

University Staff and Classified Staff members whose position is designated as full benefits eligible may request a personal leave of absence.

Policy

At the discretion of the responsible supervisor, a benefits-eligible employee may be granted a personal leave of absence without pay for a period of up to one (1) calendar year. Personal reasons include, but are not limited to, enrollment in educational coursework relating to the employee's position, a temporary relocation of the employee's spouse or partner, or a family emergency. For employees who are eligible for Family and Medical Leave Act (FMLA) leave, FMLA leave would take precedence.

Whether an employee's request for personal leave is approved shall depend upon the circumstances, specialization, or critical nature of the employee's position, as well as the practicality of replacing the employee's role for a temporary period. The supervisor's approval of the request for personal leave of absence constitutes an agreement by the department to return the employee to the same position, or to a comparable position at a pay rate not less than the former rate, contingent upon the

availability of funds.

Eligibility

Employees must meet all of the following conditions to be eligible to request a Personal Leave of Absence:

1. They must have exhausted all accrued vacation time, compensatory time, and sick time if applicable, before the planned Personal Leave of Absence commences.
2. They must give assurance of their intent to return to University employment at the expiration of the Personal Leave of Absence.
3. They must give assurance that they are not requesting the Personal Leave of Absence for the purpose of obtaining employment outside the University.
4. Their request must be approved by the responsible administrator.

Continuous Service

Continuous University service shall not accrue during a period of Personal Leave of Absence.

Benefits

Employees may retain their existing insurance benefits by paying the employee premiums for the coverage through direct bill with Human Resources.

Vacation and paid sick time hours shall not accrue during the period of unpaid Personal Leave of Absence.

Related Information*

[Federal Family and Medical Leave \[2\]](#)

[Request for Personal Leave of Absence Form \[3\]](#)

Revision History*

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

03/01/2023: "Division of Human Resources" changed to "Human Resources."

01/23/2020: Expanded to University Staff.

01/2017: Continuing insurance by paying employee and employer premiums changed to employee-only premiums per ABOR guidance.

08/19/2015: Procedures removed and coordination with FML added.

June 2007

Source URL:<https://policy.arizona.edu/employment-human-resources/personal-leave-absence>

Links

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

<http://policy.arizona.edu/human-resources/federal-family-and-medical-leave> [3]

<https://hr.arizona.edu/sites/default/files/extendedleave.doc>