



ASUN Operating Procedure – 5003

Operating Procedure Synopsis

Title: Leave without Pay

Approval Date/Revision Date(s):

Review Date(s): 3/2018, 3/2019, 3/2020

Executive Cabinet Liaison: Vice Chancellor for Finance and Administration

Responsible Manager: Director of Human Resources

A. Purpose and Scope

The Leave without Pay Procedure will be used as a requirement for requesting a leave of absence without pay. This operating procedure is based upon and intended to comply with: Arkansas State University System Handbook – Leave of Absence without Pay; Department of Finance and Administration Policy Number 50.11; and Arkansas Code 21-4-210.

B. Definitions

Application for LWOP – every person requesting Leave without Pay with ASUN must complete the Application for LWOP. This application can be found on the ASUN portal. (located in HR forms under the Human Resources/Payroll tab)

ASU-Newport LWOP Memo – every person completing the Application for LWOP will receive a memorandum from Human Resources notifying the person the application has been received.

C. Procedures

Arkansas State University – Newport may grant an employee’s written request for a leave of absence without pay not to exceed six months unless granted in accordance with the provision for military leave.

Process:

- Employee completes the Application for LWOP (located in HR forms under the Human Resources/Payroll tab) and submits to his/her supervisor.
- Supervisor/Chair reviews the request and if the Supervisor/Chair supports the request, he/she must indicate such on the form and must outline how the position will be covered while the regular employee is on leave without pay.
- The form is forwarded to Dean/Division Chief for approval. If the Dean/Division Chief supports the request and the outline plan to cover the employee’s responsibilities, the Dean/Division Chief indicates such on the form. The form is then sent to the Vice Chancellor over that division for

*All ASUN students, faculty, staff and administrators are expected to adhere to operating procedures.

consideration. The Vice Chancellor shall indicate as to whether he/she supports the requested leave and the outlined plan to cover the employee's responsibilities.

- When all signatures indicating review at each level have been obtained, the form is forward to Human Resources.
- Final approval or denial of leave without pay is determined by the Department of Human Resources in order to insure equitable treatment of all employees.
- Human Resources will notify the individual and all reviewing parties of the approval or denial of the requested leave. If an individual is granted leave without pay, Human Resources will notify the employee of the option to continue insurance elections by paying the total cost (employee and employer portions) of insurance premiums. The employee may elect not to continue insurance, and in such a case, the employee will not be responsible for the payment of those premiums during the leave period. If so, he/she will be asked to sign a waiver.

Employees who receive less than ten hours of pay in a given pay period and who do not have Workers' Compensation Leave, Military Leave, or FMLA leave approved that pay period will be responsible for the employee premium as well as the employer portion of their medical insurance.

D. Related Information

https://asun.sharepoint.com/sites/employee_center/SitePages/human_resources.aspx