



Standard Administrative Procedure (SAP)

31.03.04.L0.01 Leave of Absence Without Pay

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Procedure Statement and Reason for Procedure

The purpose of this SAP is to outline procedures for the request and approval of leaves of absence without pay provided by Texas A&M International University (TAMIU). This SAP should be read in conjunction with [System Regulation 31.03.04, Leave of Absence without Pay](#).

For the purpose of this SAP, the term **regular employee** is defined as a position budgeted by name for 50% effort or more for 4.5 months or more.

Procedures and Responsibilities

1. ELIGIBILITY
 - 1.1 Eligibility and the requirements necessary for granting a leave of absence without pay must be in accordance with [System Regulation 31.03.04, Leave of Absence without Pay](#).
 - 1.2 TAMIU employees eligible to request approval for leave without pay are **regular employees** who have exhausted their accumulated paid leave and require time off for medical reasons, unpaid military leave, or other approved reasons.
2. APPROVAL PROCEDURES AND RESPONSIBILITIES
 - 2.1 TAMIU personnel with authorization to approve leave in *Workday* are designated to approve leave without pay for their assigned personnel for leave without pay requests which do not exceed thirty (30) consecutive days.

- 2.2 Leave without pay requests of more than thirty (30) consecutive days require the approval of the president. For leave without pay of more than thirty (30) consecutive days, a memo to the president must be submitted through the appropriate vice president with a brief narrative explaining the request and the expected return date. If the request is approved by the president, the memo is submitted to the Office of Human Resources. The Director of Human Resources or designee will then review the request and make any necessary adjustments to longevity calculations, sick leave accruals, vacation accruals, etc. on *Workday*.
- 2.3 Employees who request, or have been granted, leave without pay are responsible for meeting/speaking with the Office of Human Resources **prior** to the leave without pay to review and understand any impact the leave without pay may have on benefits or employment status.
3. DOCUMENTATION OF LEAVE WITHOUT PAY
- 3.1 Employees who have exhausted all of their paid leave are required to submit any additional required leave as leave without pay in *Workday*.
- 3.2 Employees on leave without pay status for disciplinary reasons should submit the leave as leave without pay for disciplinary reasons in *Workday*.

Related Statutes, Policies, Regulations, or Rules

[System Policy 31.03, Leaves of Absence](#)
[System Regulation 31.03.04, Leave of Absence without Pay](#)
[System Regulation 31.03.06, Military Leave and Service](#)

Contact Office

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