

Standard Administrative Procedure (SAP)

31.03.04.L1.01 Leave of Absence without Pay

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Standard Administrative Procedure Statement

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 read in conjunction with System Regulation 31.03.04, Leave of Absence without Pay.

Definitions

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.

Extended leave of absence is defined as more than three (3) consecutive days of leave.

Procedures and Responsibilities

1. Eligibility for and the requirements necessary for granting leave of absence without pay must be in accordance with Texas A&M University System Regulation 31.03.04.
2. The following employees of Texas A&M may be eligible to request approval for a leave of absence without pay:
 - 2.1 Regular employees who have exhausted their accumulated paid leave and require time off for medical reasons, unpaid military leave or other approved reasons may submit a request for leave without pay.
3. Responsibilities
 - 3.1 TAMIU personnel with authorization to approve leave in the LeaveTraq system are designated to approve leave without pay for their assigned personnel for leave without pay requests which do not exceed thirty (30) consecutive days.
 - 3.2 Except for military leave, a Vice President or designee may grant between thirty-one (31) and forty-five days (45) of extended leave of absence without pay. Extensions of more than forty-five days basis require approval by the President.
 - 3.3 The TAMIU Leave Administrator will report total hours of Leave without Pay by employee to the Vice Presidents and President on a monthly basis.

- 3.4 Employees who request, or have been granted, leave without pay are responsible for speaking with the Human Resources department to understand any benefit or employment status changes.
- 4. Procedures for documenting leave without pay requests
 - 4.1 TAMIU regular employees who have exhausted all of their paid leave are required to submit additional required leave as leave without pay in the LeaveTraQ system.
 - 4.2 Employees on leave without pay status for disciplinary reasons should submit the leave documents in the LeaveTraQ system as leave without pay for disciplinary reasons.
 - 4.3 For an approved leave of absence without pay longer than thirty (30) consecutive days, an Employment Payroll Action (EPA) must be submitted and processed through payroll to update the employee's employment status.

Related Statutes, Policies, Regulations, Rules or Requirements

[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

Office of Human Resources