

**POLICY 11**  
**APPROVED AND UNAPPROVED ABSENCES**

**Rule 11.06 - Special Leaves**

Special leave without pay may be granted for the purpose of continuing the employee status of an individual whose performance record warrants it and who requests such leave for sufficient cause; for example, (a) an employee who wants to accompany a spouse who is on sabbatical leave, (b) an employee who has exhausted sick and disability benefits and family and medical leave and who is still unable to return to work, or (c) an employee engaged in public interest work or in furthering his or her education.

Reemployment following special leaves is subject to a thirty (30) day availability period at the end of the leave. The availability period rule will commence thirty (30) calendar days prior to the end of the leave. During the availability period, the campus human resources office will make arrangements to return the employee to the department and position from which leave was granted, or to place the employee in another position in accordance with the employee's seniority rights. The employee shall report to duty upon ten (10) working days notice from the campus human resources office.

**Regulations**

11.061 Request for Special Leave

A request for special leave shall be in writing and must be approved by the campus human resources office. The date for termination of the leave must allow for a thirty (30) day availability period.

11.062 Return from Leave

The campus human resources office shall maintain periodic contact with an employee during the availability period to plan appropriately for the employee's reinstatement. The campus human resources office shall coordinate reinstatement of the employee in accordance with the terms of the leave of absence which was originally granted.