

THE UNIVERSITY OF TEXAS AT DALLAS
NUMBERED POLICY MEMORANDA

POLICY MEMORANDUM 79-I.3-35

Issued: November 29, 1979
Revised: June 30, 1983
Revised: September 1, 1984
Revised: October 15, 1998
Editorial Amendments: September 1, 2000
Revised: April 6, 2006

FACULTY LEAVES OF ABSENCE WITHOUT PAY

This memorandum applies to unpaid leaves of absence for a faculty member. Leaves of absence for non-teaching personnel are handled pursuant to the procedures outlined in the U. T. Dallas Administrative Policies and Procedures Manual, Section D, D6-100.0 (http://www.utdallas.edu/utdgeneral/business/admin_manual/).

Series 30201, Section 3, Subsections 3.1 - 3.3 of the Regents' *Rules and Regulations* provide that, with the interest of the University being given first consideration and for good cause, leaves of absence without pay may be granted for a period within the term of appointment of a member of the faculty, subject to the general conditions included in this policy memorandum. Leaves of absence for a first year or portion thereof or a second consecutive year's leave may be granted by the President. Leaves of absence for a third consecutive year will be granted only for the reasons outlined in this policy memorandum.

The maximum period for which a leave of absence will be granted is the end of the fiscal year in which the leave begins. The date for return to duty will generally coincide with the beginning of the next semester, following the period of absence.

Except in unusual circumstances, such as military service, reasons of health, continued graduate study, and public service or other activity that reflects credit on the University and enhances an individual's ability to make subsequent contributions to the University, a second consecutive year of leave will not be granted.

Except in very unusual circumstances a third consecutive leave of absence for one year will not be granted.

After a return to duty of one year, the leave of absence privilege will again be available, subject to the conditions above.

Requests for leaves of absence to which this policy memorandum is applicable are processed

through the Office of the Executive Vice President and Provost and the applicable Human Resources procedures. Requests for second and third year leaves of absence must be accompanied by a statement of justification, concurred in at every administrative level up to and including the President. All leaves of absence requests must be received in writing by the Office of the Executive Vice President and Provost by March 15 of the year in which the beginning of the leave is being requested.