

## Unpaid Leave & Leave of Absence

### UNIVERSITY OF NORTHERN COLORADO

Office of Human Resources  
Carter Hall, Room 2002  
Greeley, CO 80639



#### **2-3-1004 Unpaid Leave.**

#### **2-3-1004(1) Leave of Absence.**

A leave without pay may be granted by the University upon request of a faculty or staff member. Leaves without pay will be approved by the department chair, the dean, the CAO, the President, and the BOT. A leave without pay may be granted an individual for the pursuit of a degree program, leaves for the betterment of society including election to a city, State, or national office, etc. Time spent on leave without pay granted prior to tenure shall not, in itself, affect a faculty member's rank, but will not be counted as time toward eligibility for consideration for tenure. With respect to appointment term, promotion period, and salary schedule, the individual's position shall be the same as it would be if the individual had not been on leave. A period of time spent on leave without pay will, University of Northern Colorado Board Approved Constitutions and Procedures Faculty. However, affect an individual's service credit toward PERA benefits as well as the survivor and disability protection of the employee. A "Certification of Leave of Absence" form must be completed prior to the "Leave of Absence." It is important that appropriate provisions are made with the appropriate University offices for continuation of fringe benefits, if desired, prior to the beginning of the leave without pay. The employee on leave shall be responsible for payment of all amounts necessary to continue such benefits. Leaves without pay may be granted for periods up to one year and may be renewable for a period of no more than one fiscal additional year.