1. PURPOSE
This PS outlines the procedures to be used for reviewing requests for leaves without pay and the criteria for evaluating those requests.

2. POLICY/PROCEDURES
2.1 General Policy
All unpaid leaves are taken at the prerogative of the university and are not an inherent right of employment.

2.2 Eligibility of Applicant
The applicant must hold a full-time academic appointment at the University of Houston – Downtown (UHD) at time of application.

2.3 Length and Conditions of Leave
Unpaid faculty leaves may be approved for one semester (one long semester) or one academic year (two long semesters). Subject to fiscal constraints, the granting of a leave carries with it the same commitment of continued employment at the conclusion of the leave as would have existed had the unpaid leave not been granted.

2.4 Criteria for Granting Leaves Without Pay
Request for leaves without pay will be evaluated according to any or all of the applicable criteria which follow: the activities in which the applicant plans to engage during the leave and their value to the campus community; the scholarly nature of the proposed activities and the likelihood that these activities will result in a significant contribution to the academic discipline; the public service nature of the proposed activities and the likelihood that these activities will result in a significant public service contribution; the probability of finding a suitable replacement for the candidate requesting leave; and the effect that granting the leave would have on the quality and content of the university's academic program(s). Extended illness or other personal reasons may also justify the granting of extended leave depending upon the circumstances. All accumulated sick leave entitlements must be exhausted before leaves may be granted in the case of extended illness.

2.5 Outside Employment
Applications for leaves without pay must specify any compensation the applicant will be receiving during the period of the leave.

2.6 Benefit Eligibility
Prior to beginning the leave, the faculty member is responsible for making financial arrangements with the payroll office for self-paid premiums if group insurance is to be continued during the leave. Vacation and sick leave do not accrue during a leave without pay. State contributions to retirement programs are suspended during a leave.

2.7 Time Toward Tenure
Untenured faculty members granted leaves without pay will be permitted neither to count leave time toward the tenure probationary period nor to be proposed for tenure during the time they are on leave except with special consent of the president.

2.8 Returning Salary
Prior to the leave's commencement, the faculty member, department chairman, and appropriate dean must agree on the method to be used in determining the faculty member's returning salary.

2.9 Letter of Request
Requests for leave without pay should first be discussed with the department chairman. The official request should be made in the form of a letter from the department chairman to the dean. The letter should outline the benefits to be derived from granting the leave, the costs involved, any outside employment involved, any proposed arrangements for adjustments in salary or time to be counted towards tenure, and the department chairman's proposal to satisfy the academic responsibilities of the faculty member granted leave.

2.10 Time schedule
Requests for unpaid leave for the fall semester or for an entire academic year should be transmitted from the department chairman to the appropriate dean by the first Monday in February. The dean makes a recommendation to the vice president for academic affairs (VPAA) by the third Monday in February. The VPAA will make his recommendation to the president by the second Monday in March and the president will notify the applicant of his decision by the first Monday of April. Requests for unpaid leave for the spring semester should be transmitted from the department chairman to the appropriate dean by the second Monday in September. The dean makes a recommendation to the VPAA by the third Monday in September. The VPAA makes his recommendation to the president by the first Monday in October and the president will notify the applicant of his decision by the third Monday in October. A faculty member has the right to an equivalent leave without pay if an approved faculty development leave (PS 10.A.08) must be revoked because of lack of funding. The faculty member will have 30 days to exercise this option. The time schedule may be modified by the president in cases involving unusual circumstances.

3. REVIEW AND RESPONSIBILITIES
Responsible Party (Reviewer): President for Academic Affairs
Review: As needed
Reprint of original policy statement. Signed original on file in the President's Office.