

10.4 LEAVE WITHOUT PAY

10.4.1 State Board of Higher Education Policy: Leave Without Pay

1. Leave without pay may be granted for purposes such as education, research, temporary employment with another university, governmental, or private agency when such employment will contribute to the employee's expertise in his or her field and make the employee more effective upon return to employment, literary pursuits, or any other purpose that will improve the employee professionally and will directly or indirectly benefit the institution or system.
2. Requests for leave without pay for presidents or the Chancellor shall be approved by the Board. Requests for leave without pay for institution employees shall be approved by the institution president or designee, and requests for system office staff shall be approved by the Chancellor.
3. An employee who is on an approved leave of absence without pay may continue to be covered by employer health, life, or disability insurance provided: the employee remits the appropriate premium to the applicable business office; such coverage is not inconsistent or contrary of insurance; and such coverage would not be contrary to State law.
4. Institutions shall establish procedures for implementing this policy.

State Board of Higher Education Policy Manual, 3-30-01, Section [701.1](#)

SEE ALSO: State Board of Higher Education Policy Manual, Section 2000 (Staff Personnel Policy Manual), 7-09-91

10.4.2 UND Policy – Leave Without Pay

Faculty members seeking leave under this policy should discuss their requests for leave without pay with their department chairperson, dean, and the Vice-President for Academic Affairs. Consideration will be given to staffing concerns as well as personal circumstance. Faculty members on probationary appointments should also consult the Handbook section [I-8.1](#) regarding extensions to the normal time spent on probation, as appropriate.

Vice-President for Academic Affairs and Provost, 11-13- 02