

## Policy 5.2

### Leave Without Pay Policy

Any employee may request to be absent from his/her assigned duties without pay. Requests for such leave are subject to the approval of his/her supervisor. Employees may also be assigned by their supervisor or the business office to leave without pay status as a result of unauthorized absence or absence when all other forms of leave have been exhausted.

### Sick Leave Without Pay

Leave without pay may be granted for the remaining period of sickness or disability after Sick Leave has been exhausted (see Sick Leave and Family and Medical Leave).

### Vacation Purposes

An employee approved for leave without pay for vacation purposes must first exhaust any accumulated annual leave.

### Unauthorized Absence

Employees assigned to leave without pay for unauthorized absence may be subject to further disciplinary action to be determined on a case-by-case basis.

### Benefits

Employees who are in an unpaid status other than Family and Medical Leave for more than one-half the number of work days in a given month must pay their own benefits.

### References

**Legal References:** *1C SBCCC 200.94*

**SACSCOC References:** *Enter SACSCOC references here*

**Cross References:**

## Policy

- [Time Sheet Procedure](#)
- [Leave Policy](#)
- [Absence Report Procedure](#)
- [Annual Leave Procedure](#)
- [Bonus Leave Policy](#)
- [Civil Leave Policy](#)
- [Community Service Child Involvement Leave Policy](#)
- [Compensatory Leave Policy](#)
- [Educational Leave with Pay Policy](#)
- [Family Medical Leave Policy](#)
- [Leave Without Pay Policy](#)
- [Maternity Leave Policy](#)
- [Military Leave Policy](#)
- [Personal Leave Policy](#)
- [Sick Leave Policy](#)
- [Voluntary Shared Leave Program Policy](#)

### History

**Senior Staff Review/Approval Dates:** 11/6/13, 06/06/2016

**Board of Trustees Review/Approval Dates:** 06/07/2016

**Implementation Dates:** *Enter date(s) here*