



Minot State University

Policy Manual

Leave Without Pay

Source: NDUS Human Resources, Section 21

1. Leave without pay may be granted to regular staff employees who have maintained a satisfactory service record for purposes that may include: (a) extended absences in the interest of the institution such as for research or advanced training leading to improved job ability, (b) necessary absences due to illness (i.e. when FMLA has expired) or other important matters, (c) any other purpose that will improve the employee professionally and will directly or indirectly benefit the institution or system.
2. Leave without pay may be authorized by the appropriate administrative officer for a period less than twenty-one working days. Leave without pay of twenty-one or more days requires approval of the appropriate administrative officer. In cases when a leave is requested due to sickness, the appropriate administrative officer, or designee may request the employee to provide a letter from the employee's physician indicating the physician's opinion when the employee will be able to return to work. Leave may not be granted for a period in excess of one calendar year, except for military service or Worker's Compensation paid disability. Failure of an employee to report for duty on expiration of leave granted is cause for termination.
 - a. The department will need to send paperwork (Leave Without Pay Request Form) to the payroll office indicating what dates the employee is taking without pay. If the employee is to be gone a few days in the pay period, the salary is figured on a percentage basis (the number of days worked divided by the days in the pay period). If the employee is on Leave of Absence for a number of hours, then it will be figured by the hourly rate times hours not worked and subtracted from the pay period salary. If the employee will be on Leave of Absence for an entire pay period or more, his/her paycheck will be stopped entirely until the department indicates that the employee is returning to work.
3. Leave of absence shall be granted with assurance of reinstatement to the same position or to other employment in the department recommending the leave unless circumstances make it impractical. Employees who do not apply for reinstatement within the time specified shall be subject to termination.
4. Employees while on leave shall retain their years' service rights and accumulated benefits but shall earn no additional benefits.

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