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Performance Standards & Best Practices

Subject: General Leave Usage & Leave Without Pay

Number: 006

Sick Leave and Annual Leave are a benefit afforded all exempt and non-exempt employees of the University of Alaska. A full description of these benefits and responsibilities of use is outlined in detail in Board of Regents' Policy 04.06.

Unless otherwise arranged, it is expected that all Facilities Services employees work a 40-hour week with minimal interruptions. Occasionally that work effort is interrupted by the use of accrued sick leave or annual leave. Any use of sick leave or annual leave is conditional upon prior approval from an employee's immediate supervisor. Abuse of sick or annual leave is not acceptable and could result in disciplinary action. In the event that an employee's leave balances are **exhausted**, as is often the case with new employees, a request for an unpaid leave of absence (Leave Without Pay) may be made.

Leave Without Pay is closely regulated (R04.06.147) and requests may only be made under the following conditions:

1. During the winter holiday while the University is in hard-closure status. This option is offered by the Chancellor and does not require that all annual or sick leave be exhausted. This request may be approved by the immediate supervisor based on essential staffing needs during the closure.
2. When an employee has (or is expecting to) exhausted all accrued Annual Leave:
 - a. The employee may request approval for *up* to 10 working days of LWOP from the Associate Vice Chancellor of Facilities Services. This request must be made in writing, with recommendations being added by each supervisory level prior to review by the AVCFS.
 - b. An employee may request approval for *over* 10 days of LWOP from the Chancellor, with recommendations being added by each supervisory level. The Associate Vice Chancellor for Facilities Services is responsible for forwarding the request to the Chancellor.

LWOP is a discretionary benefit that may be granted for a variety of reasons. Granting LWOP will be based on the following guidelines:

1. Employees should be able to show punctual attendance, with Annual Leave planned in advance, and limited interruptions to their work week.

2. Employees requesting LWOP should not have been involved in progressive discipline issues within a reasonable time frame.
3. The LWOP should not disadvantage UAF, or impair our ability to accomplish our work.
4. After their absence, the employee has every intention of returning to a regular work schedule with a renewed focus.

The University has a generous leave policy and, as employees, we must be responsible in how we plan for and use our accrued leaves. If this directive is not clear, be encouraged to discuss this standard and expectation with your supervisor. Additional information on Board of Regents' Policy and Regulations may be obtained online at <http://info.alaska.edu/bor/> or through the University's Human Resources representatives.

Revision Date: January 7, 2020

Approved by AVCFS:

