I. Policy

This document sets forth the University of South Carolina policy on leave without pay for all employees except temporary and student employees, pursuant to regulations of the South Carolina State Division of Human Resources. Leave taken pursuant to this policy may qualify as FMLA leave and, if so, will run concurrently. The Leave Without Pay policy will be applied in an equitable manner to all employees.

A. Authorized Leave Without Pay

1. Leave without pay for FMLA reasons for three days or more must be reported, authorized by the department head, and sufficient information forwarded to the Division of Human Resources’ Benefits Office for review and to approve/deny the leave requested. All other leave without pay for personal reasons for up to 10 consecutive calendar days may be authorized by the department head.
2. Leave without pay for non-FMLA reasons exceeding 10 consecutive calendar days may be requested by the department head for approval by the Vice President for Human Resources or the Vice President's designee.

3. Leave without pay will be approved only if that period of absence does not require permanent replacement of the employee's service.

4. Except for good cause shown, leave without pay will not be granted until all available annual and sick leave has been used.

5. An employee should obtain approval prior to going on leave without pay in order for leave to be considered authorized. Failure to do so may result in the absence being charged as unauthorized leave, which may lead to appropriate disciplinary action, up to and including termination.

B. Unauthorized Leave Without Pay

1. An absence which has not been previously approved by the department head or an authorized supervisor may be considered unauthorized leave without pay. Employees being charged with unauthorized leave without pay must be notified in writing and will be subject to appropriate disciplinary action. (See University Policy HR 1.39 Disciplinary Action and Termination for Cause.)

2. An employee on unauthorized leave without pay for three consecutive workdays will be considered to have voluntarily resigned and abandoned the position. (See University Policy HR 1.39 Disciplinary Action and Termination for Cause.)

II. Procedure

A. Requesting Leave Without Pay

1. Personal Leave Without Pay
Upon an employee's written request for more than 10 consecutive calendar days of non-FMLA related personal leave without pay (3 days or greater for FMLA reasons), the department head submits a written recommendation for approval to the Vice President for Human Resources or the Vice President's designee.

2. Leave Without Pay for Illness or Disability
The employee submits an Employee Medical Certification (form P-75) or the Family FMLA Certification form.

B. Reporting Leave Without Pay

1. For leave without pay for 10 or fewer consecutive calendar days, leave must be reported using the appropriate time recording system.
2. For leave without pay for more than 10 consecutive calendar days, leave must be reported on the Request for Leave Without Pay and Return from Leave Without Pay (form PBP-7-LWOP) so that necessary pay adjustments may be made.

III. Related Policies
- HR 1.06 Sick Leave
- HR 1.07 Family and Medical Leave
- HR 1.39 Disciplinary Action and Termination for Cause

IV. Reason for Revision
- Clarification of 10 consecutive calendar days
- Revision of form names
- Update of procedural information
- Update disclaimer language