

POLICIES

LEAVE OF ABSENCE

Student employees may request leaves of absence from their position, to be reviewed and approved at the discretion of the unit, based on operational need. Short term leaves of absence may be requested for a variety of reasons, such as:

- Study Abroad
- Internship
- Co-op
- Student Teaching
- Family Emergency
- Medical Circumstances
 - Medical leave of absence requests should be submitted to HR. Medical certification will be needed.
- Military Duty (automatic approval with proper documentation)

Requests for leaves of absence will be reviewed according to the guidelines below. Leaves of absence are not appropriate for student employees who simply need to catch up on their academic work or are temporarily dropping out of school. Student employees must submit their request for a leave of absence to their full-time supervisor. Whenever possible, a student employee should request a leave of absence in advance.

Guidelines for approving Leave of Absence Requests:

1. Leave requests may be approved at the full-time supervisor's discretion.
2. Before approving a leave of absence, the full-time supervisor should determine if the position can be held open until the student employee returns. If the position cannot be held open, the student employee should be advised to re-apply for employment through the appropriate application process.
3. The decision regarding approval of a student employee's leave request should not be based on job performance but will be made based on operational need.
4. The full-time supervisor may determine how the student employee returning from leave fits into the unit's scheduling system