

**SOUTH CAROLINA STATE UNIVERSITY  
PERSONNEL POLICIES AND PROCEDURES MANUAL**

|                                       |                     |
|---------------------------------------|---------------------|
| SECTION: Holidays and Leave           | Section: IV         |
|                                       | Subject: H          |
| SUBJECT: Leave of Absence Without Pay | Effective: 01/01/06 |
|                                       | Revised: 12/01/05   |

**THE LANGUAGE USED IN THIS DOCUMENT DOES NOT CREATE AN EMPLOYMENT CONTRACT BETWEEN THE EMPLOYEE AND SOUTH CAROLINA STATE UNIVERSITY. THIS DOCUMENT DOES NOT CREATE ANY CONTRACTUAL RIGHTS OR ENTITLEMENTS. THE UNIVERSITY RESERVES THE RIGHT TO REVISE THE CONTENT OF THIS DOCUMENT, IN WHOLE OR IN PART. NO PROMISES OR ASSURANCES, WHETHER WRITTEN OR ORAL, WHICH ARE CONTRARY TO OR INCONSISTENT WITH THE TERMS OF THIS PARAGRAPH CREATE ANY CONTRACT OF EMPLOYMENT.**

**LEAVE OF ABSENCE WITHOUT PAY**

**Leave Without Pay for Extended Disability**

- A. For leave without pay for extended disability – illness, injury or maternity – see Section IV, Subject D, “Sick Leave.”
- B. For leaves of absence without pay for Family and Medical Leave Act (FLMA) leave, see Section IV, Subject I, “Family and Medical Leave Act (FMLA) Guidelines.”

**Military Leave**

Every employee of the State or any political subdivision thereof who, on or after June 25, 1950, has been, or shall be commissioned, enlisted or selected for service in the Armed Forces of the United States (not short-term military training as outlined in Section IV, Subject F.3 of this manual) shall so long as the requirements and regulations of the Armed Forces shall prevent his or her return to civil employment for a period of 90 days thereafter, but in no event for a period longer than five years from the date of entry into the Armed Forces of the United States shall be entitled to leave of absence from duty as an employee of the State or political subdivision thereof without loss of seniority or efficiency or register ratings.

**Other Reasons**

- A. Leave of absence without pay for reasons other than disability or military service may be granted, after all accumulated annual leave has been used, if it is considered in the interest of South Carolina State University.
- B. Requests for leave without pay must be approved through administrative channels up to the Vice President (or applicable Division Head) and submitted to the Office of Human Resource Management for final action by the President.
- C. Requests for leave of absence without pay must be submitted on the University’s Request for Leave ([Form P-1](#)) and must be accompanied by a written statement from the employee giving pertinent details for the reason leave without pay is necessary.