

Standard Administrative Procedure (SAP)

31.03.04.J0.01 Leave of Absence Without Pay

Approved: September 4, 2026

Next Scheduled Review: September 4, 2031

Procedure Summary

This Procedure provides the proper process for granting and administering unpaid leaves of absence to Texas A&M University-Victoria (A&M-Victoria) employees.

Definitions

Family Medical Leave Act (FMLA) - A federal act that entitles employees of covered employers to take unpaid, job-protected leave for specified family and medical reasons with continuation of group health insurance coverage under the same terms and conditions as if the employee had not taken leave.

Procedure

1. Eligibility

- 1.1 Eligibility for and the requirements necessary for granting Leave of Absence Without Pay must be in accordance with Texas A&M University System Regulation [31.03.04 Leave of Absence Without Pay](#).
- 1.2 A&M-Victoria employees eligible to request approval for Leave Without Pay (Unpaid Time Off) are regular employees who have exhausted their accumulated paid leave and require time off for medical reasons, unpaid military leave, or other approved reasons.

2. Approval Procedures

- 2.1 Leave Without Pay (Unpaid Time Off) requests that do not exceed five (5) consecutive workdays may be approved by the employee's designated manager through the applicable Workday business process. Following manager approval, the request will route to Human Resources for review and final processing. No additional approval is required unless the request meets one of the thresholds identified in Section 2.2. Workdays immediately preceding and following a weekend or holiday will be considered consecutive for purposes of this section.
- 2.2 Leave Without Pay (Unpaid Time Off) requests exceeding five (5) consecutive workdays, or that result in an employee exceeding ten (10) total workdays of Leave

Without Pay during a fiscal year, whether consecutive or nonconsecutive, require approval of the President.

- 2.2.1 Human Resources will monitor Leave Without Pay usage through Workday reporting and will notify the appropriate department when an employee's cumulative Leave Without Pay usage requires President approval under this section. A memo to the President must be submitted through the appropriate vice president with a brief narrative explaining the request and the expected return date. If the request is approved by the President, the memo is submitted to the Office of Human Resources.
- 2.2.2 The Director of Human Resources or designee will then review the request and make any necessary adjustments to longevity calculations, sick leave accruals, vacation accruals, etc. in Workday.
- 2.3 Prior to the beginning of an approved leave of absence without pay, the employee is encouraged to consult with Human Resources' Benefits Partner to determine the impact of leave without pay on applicable benefits and retirement plans in addition to making arrangements for the continuation of insurance benefits and premium payments
- 2.4 Employees who exceed the Leave Without Pay (Unpaid Time Off) limits outlined in 2.2 above without securing the approval of the President are subject to disciplinary action for attendance including termination of employment.
- 2.5 When possible, requests for leave without pay must be submitted for approval three days or more prior to the leave without pay event.

3. Documenting Leave Without Pay

- 3.1 Employees who have exhausted all of their paid leave are required to submit any additional required leave as Unpaid Time Off (Leave Without Pay) in Workday.
- 3.2 Employees on Unpaid Time Off (Leave Without Pay) status for disciplinary reasons should submit the leave as Unpaid Time Off for Disciplinary Reasons in Workday.
- 3.3 The Human Resources Office will adjust the gross pay for the employee on leave without pay on the next available payroll after the leave without pay request reaches a completed status in Workday.

4. Effects on Insurance Benefits

- 4.1 For those employees with TAMUS insurance: if an employee is on leave without pay for a full calendar month, the employee is not eligible for the state group insurance contribution (employer paid portion of the insurance premium). The employee is responsible for paying the entire amount of the insurance premiums for that month on leave without pay.
- 4.2 If an employee is approved for leave without pay under the FMLA, the employee will continue to receive the state contribution equal to member-only coverage. The employee is responsible for paying any remaining portion of the insurance premiums due for that month.
- 4.3 If an employee fails to pay the required portion of his or her benefits premiums, the employee's benefits will terminate.

Related Statutes, Policies, or Requirements

TAMUS Policy [31.03 Leaves of Absence](#)

TAMUS Regulation 31.03.04 [Leave of Absence without Pay](#)

TAMUS Regulation 31.03.06 [Military Leave and Service](#)
[State Comptroller Leave without Pay Policy](#)

Contact Office

Human Resources Office
361-570-4801