



701.1 – Leave Without Pay Operational Procedure

Purpose:

The purpose of this operational procedure is to establish procedures for implementing the SBHE 701.1 Leave Without Pay policy.

Procedure:

Leave without pay may be granted to those excluded from the broadbanding system by SBHE Policy 606.1(2) for purposes such as education; research; temporary employment with another university, governmental, or private agency when such employment will contribute to the employee's expertise in a particular field and make the employee more effective upon return to employment; literary pursuits; or any other purpose that will improve the employee professionally and will directly or indirectly benefit the institution or NDUS. Leave without pay may also be granted as a disability accommodation or as required by state or federal law including the Family Medical Leave Act. Requests for leave without pay for institution employees shall be approved by the institution president or designee.

Limits & Regulations:

1. Eligible employees as stated above are eligible for leave without pay after two (2) years of continuous employment.
2. Leave without pay must be authorized each year. No leave without pay shall be approved for more than two (2) consecutive years absent special circumstances.
3. Such leave shall not be deemed earned leave time, shall not become a vested right or interest, nor an express or implied provision or any contract.
4. For faculty, if the leave is approved during the six year probation before tenure, the probation would be extended per the Faculty Granting of Tenure policy.
5. For instances involving leave for a disability accommodation or as required by state or federal law including the Family Medical Leave Act, reference the BSC 603.2.1 – Nondiscrimination on the Basis of Disabilities and Reasonable Accommodation policy, BSC 607.4 – Sick Leave for Full-time Faculty policy, SBHE Policy 607.4 Sick and Dependent Leave; Family Leave, HR Policy Manual 7 Sick Leave, and HR Policy Manual 22 Family (FMLA) Leave, as applicable.

Procedure:

1. The employee will notify their supervisor, dean/department head, and Vice President regarding the circumstances surrounding their intent to seek leave.
*Note: For instances involving leave for a disability accommodation or as required by state or federal law including the Family Medical Leave Act, the employee will notify the human resources department and work through applicable steps.
2. The employee will complete the "Request for Leave Without Pay" form and gather



- appropriate signatures necessary for completion of the form.
3. The [Request for Leave WO Pay.pdf](#) form will be submitted to the President of the College for their review and approval.
4. Notification of approval or denial will be provided to the employee, employee's supervisor, dean/department head, Vice President, and Chief Human Resources Officer.
5. If approval of the leave request is granted, documentation will be generated by the supervisor, dean/department head, Vice President, and Chief Human Resources Officer outlining the conditions related to the leave.

References:

[SBHE Policy 701.1 - Leave Without Pay](#)

[SBHE Policy 606.1 - Classification - Higher Education Employees](#)

[BSC Faculty Granting of Tenure Policy](#)

[BSC Policy 603.2.1 Nondiscrimination on the Basis of Disabilities and Reasonable Accommodation](#)

[BSC Policy 607.4 Sick Leave for Full-Time Faculty](#)

[SBHE Policy 607.4 - Sick and Dependent Leave; Family \(FMLA\) Leave](#)

[NDUS HR Policy 7 Sick Leave](#)

[NDUS HR Policy 22 Family \(FMLA\) Leave](#)

History of This Procedure:

First policy draft May 23, 1985.

Revisions - August 3, 1987; June 1, 1990; October 21, 1991; August 24, 1993; approved by the Faculty Senate on April 6, 2017, reviewed by the Operations Council on April 12, 2017 and approved by the Executive Council May 2, 2017; approved by the Faculty Senate on January 23, 2020, reviewed by the Operations Council on February 12, 2020 and approved by the Executive Council on February 18, 2020.

Converted to Operational Procedure and approved by Interim President, Dr. Dan Leingang on August 29, 2025.