

## **Leave Without Pay**

The State Board of Higher Education may grant a leave of absence without pay for one or two semesters to faculty and benefited staff of MSU if such leave will directly or indirectly benefit the institution. Such leave is contingent on the availability of a qualified temporary replacement.

During the employee's absence, the employee may continue his or her University funded health, life, or disability insurance by remitting the appropriate premium at the required times to the Business Office. At the conclusion of the leave period, the employee may return to his or her former position.

Employees should provide a written request for leave to their supervisor. If approved by the supervisor, the request will be forwarded for approval by the Human Resource Administrator, the appropriate Vice President, the President, and the State Board of Higher Education.

**Reviewed: Fall, 2008**

**Sponsor: Vice President for Academic Affairs**