

759-0 **Policy**

In addition to the special types of leaves listed above, leaves of absence without pay for other good cause may be granted to academic appointees. Such leaves shall not exceed one year in length and shall not extend beyond June 30 of the academic year in which the leave is granted.

759-12 **Exceptions**

In certain cases, leaves of absence without pay for more than one year may be granted to:

a. **Professors, Associate Professors or equivalent academic ranks**

Leaves without pay for more than one year are normally granted only to Professors, Associate Professors or equivalent ranks.

b. **Persons of other ranks**

In exceptional cases department chairs may recommend persons of ranks other than Professor, Associate Professor, or equivalent ranks for leave without pay for more than one year when it is certain that the department wishes to retain the applicant's services, and the purpose of the leave is one which will enhance the applicant's value to the University. In such cases no assurance may be given, either directly or by implication, that the applicant will be retained beyond the period of service normally applicable to the applicant's rank, or that the applicant will be promoted when that period is over. Reappointment at the termination of leave is dependent upon availability of funds.

759-21 **Employment of Substitute**

If a replacement is necessary during the period of leave, the person employed as a replacement shall be notified in writing by the department chair that the appointment is limited to the period for which leave has been granted to the replaced individual.

759-24 **Authority**

Chancellors and the Vice President—Agriculture and Natural Resources are authorized to approve all leaves of absence without pay for appointees under their respective jurisdictions, subject to the provisions of APM - 759-0.