



**Unpaid Leave of Absence Application
for UT-AAUP Bargaining Unit Members**

Article 15.3.1 of the Tenured, Tenure-Track CBA; Article 15.1.1 of the College of Law CBA; and Article 14.2.1 of the Lecturers CBA allow faculty to take an unpaid leave of absence that is non-medical and does not qualify for FMLA.

Faculty members may request leave of absences without pay for any purpose mutually agreed to by the University and the faculty member. This written leave of absence agreement must be executed by the faculty member, Department Chair (or Associate Dean for Academic Affairs for College of Law), Dean, and approved by the Provost. Such leave shall normally be for one (1) calendar year or less. The leave may be extended in writing by mutual agreement of the University and the faculty member. Unpaid leave shall not exceed two (2) calendar years. Ultimate authority to grant such leave is discretionary with the Board. A request for unpaid leave shall not unreasonably be denied. **Note:** Unpaid leave is only approved when signed by all signatories below and approved by the Board.

Ninety (90) days before the expiration of such a leave faculty member must indicate in writing to their supervisor their intention of returning to work. Once granted, a leave of absence may be shortened only upon agreement between the University and the faculty member.

When on an unpaid leave of absence:

- Faculty do not earn sick leave or vacation.
- Faculty shall have the option to maintain University insurance coverage at the group rates at the faculty member's expense for the full amount. Contact the Benefits office for more information.
- Faculty shall continue to accrue seniority.
- The agreement becomes void if permanent outside employment is accepted during the unpaid leave.

Last name

First name

Department

Rank

Dates of leave: _____

Purpose of the leave. Please attach any relevant documents or agreements:

IMPACT ON PROBATIONARY PERIOD FOR TENURE-TRACK MEMBERS ONLY

Should this leave be included or excluded from your probationary period as described in Article 8.1.5 of the Tenured, Tenure-track CBA or Article 8.1.7 and 8.2.7 of the College of Law CBA?

___ Please **include** the leave to my probationary period ___ Please **exclude** the leave from my probationary period

I acknowledge I have read the above information and the relevant article of my collective bargaining agreement that governs Unpaid Leave of Absence. I certify the following Unpaid Leave of Absence reporting is accurate and complete.

FACULTY MEMBER SIGNATURE ROCKET NUMBER DATE

RECOMMENDATIONS & APPROVALS :

Signature ___ Recommend _____
Department Chair/Associate Dean ___ Do not Recommend Date

Comments:

Signature ___ Recommend _____
Dean ___ Do not Recommend Date

Comments:

Signature ___ Approved _____
Provost ___ Not Approved Date

When signed send to: Faculty Labor Relations, Leave of Absence, College Dean, and Department Chair

For Office use only:

___ Approved _____ BOT Date ___ Letter to Faculty

Non-Medical Unpaid Leave of Absence Application

PROCEDURES TO REQUEST A LEAVE OF ABSENCE

1. Faculty member will complete and submit the Unpaid Leave of Absence Application and any relevant documents or agreements to Department Chair/Associate Dean for their review and recommendation.
2. If recommended by the Department Chair/Associate Dean, the application and any relevant documents or agreements will be forwarded to the College Dean for their review and recommendation.
3. If recommended by the College Dean, the Dean will forward to the Provost Office by sending the application and any relevant documents or agreement to AcademicFinanceandFacultyAdmin@utoledo.edu (AFFA). The Dean's request should also include an explanation of how the duties of the faculty member will be covered, if applicable.
4. The Provost will review the LOA request and, if approved, a LOA Agreement/Letter will be generated. A final signed copy of this agreement will be sent to Faculty Labor Relations, college dean, department chair, faculty member, and college business manager.
5. The college business manager or designee completes LOA paperwork via an APA (Academic Personnel Action) and submits to AFFA for processing and record management.