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Leave Without Pay [1]

You are able to take time off without pay in certain circumstances.

Employee types listed here are eligible to take leave without pay.

- University Staff
- 12-month Faculty
- Classified Staff

You may take leave without pay for reasons that are approved by your supervisor and hiring authority.

Before CU will grant leave without pay, except furloughs, you must use all your vacation, unless you request otherwise and your supervisor approves. Your hiring authority and human resources office must approve any extensions beyond the initial 12-month period. During periods of leave without pay, except for military leave and furloughs, you will not accrue vacation and sick leave.

Apply for leave without pay through Employee Services. [2]

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Unpaid leave may be approved by your appointing authority, unless otherwise prohibited.

Your appointing authority may also place you on unpaid leave for unauthorized absences and may consider corrective and/or disciplinary action. Probationary and trial service periods are extended by the number of days on unpaid leave and may be extended for periods of paid leave.

Unpaid leave is calculated based on the monthly hourly rate.

Apply to waive or continue your benefit selections when taking leave without pay. [3]

Groups audience:
Employee Services
Right Sidebar:
ES: Payroll Contact

Source URL:https://www.cu.edu/employee-services/leave/other-types-leave/leave-without-pay

Links
[1] https://www.cu.edu/employee-services/leave/other-types-leave/leave-without-pay
[2] https://www.cu.edu/employee-services/policies/facultyuniversity-staff-leave-without-pay-fact-sheet-form
[3] https://www.cu.edu/docs/classified-staff-leave-without-pay-form