

Leave Without Pay (L.W.O.P.) Policy

An employee may be granted leave of absence without pay in accordance with University of Arkansas Board of Trustees Policy [420.6](#). Leave without pay will only be granted if it is in the best interest of the Division and if the Division is able to accommodate such a leave of absence without hardship.

Leave of absence without pay (LWOP) must be requested in advance and will only be approved for the following reasons:

- Absences taken pursuant to the serious health condition of the employee or the employee's immediate family member
- Absences that qualify as **maternity** leave;
- Absences taken for certain types of **military** leave;
- Absences due to **inclement weather**;
- **Disciplinary** situations when LWOP is deemed the appropriate action; or
- Certain extenuating circumstances when such absences extend beyond available accrued vacation, sick, and compensatory leave. To be considered for this LWOP, you must submit a request for LWOP in Workday. The request will route to your Manager and to Human Resources and Payroll for approval.
- On a case-by-case basis, unpaid leave may be considered as a form of reasonable accommodation for qualified individuals with disabilities.

An employee must use all applicable paid leaves before taking leave without pay, except in the case of **maternity, military, disciplinary, or inclement weather** leave.

An employee will not earn annual or sick leave while in LWOP status when leave without pay totals 80 or more hours (prorated if part-time) within a calendar month. In addition, to receive pay for any official University Holiday, an employee must be in a paid status the regularly scheduled workday before the holiday and the regularly scheduled workday after the holiday.

Employees may continue to participate in group insurance programs during LWOP. The employee who chooses to continue group insurance programs must pay the total cost of all premiums (employee portion and employer portion of the premium). However, if LWOP is taken pursuant to FMLA, the Division of Agriculture will pay the employer's share of the health and dental insurance premiums, if applicable. If the employee does not continue to pay the appropriate premiums during LWOP, the insurance will be canceled.

Failure to report to work promptly at the end of an agreed-upon period of LWOP may result in termination of employment.

The Assistant Vice President & Chief Human Resources Officer will provide administrative oversight and will recommend disciplinary action in situations involving abuse of LWOP. Employees who abuse LWOP may be subject to disciplinary action, up to and including termination.