



# Standard Administrative Procedure (SAP)

## 31.03.04.L0.01 Leave of Absence Without Pay (Unpaid Time Off)

First Approved: January 21, 2016  
Revised: May 4, 2020  
June 27, 2024  
Next Scheduled Review: June 27, 2029

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### Procedure Statement and Reason for Procedure

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The purpose of this SAP is to outline procedures for the request and approval of Leaves of Absence Without Pay or Unpaid Time Off provided by Texas A&M International University (TAMIU). This SAP should be read in conjunction with [System Regulation 31.03.04, Leave of Absence without Pay](#).

For the purpose of this SAP, the term Leave Without Pay is synonymous with Unpaid Time Off, and the term **regular employee** is defined as a position budgeted by name for 50% effort or more for 4.5 months or more.

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### Procedures and Responsibilities

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1. ELIGIBILITY
  - 1.1 Eligibility and the requirements necessary for granting a Leave Without Pay (Unpaid Time Off) must be in accordance with [System Regulation 31.03.04, Leave of Absence without Pay](#).
  - 1.2 TAMIU employees eligible to request approval for Leave Without Pay (Unpaid Time Off) are **regular employees** who have exhausted their accumulated paid leave and require time off for medical reasons, unpaid military leave, or other approved reasons.
2. APPROVAL PROCEDURES AND RESPONSIBILITIES

- 2.1 TAMIU personnel with authorization to approve leave in *Workday* are designated to approve Leave Without Pay (Unpaid Time Off) for their assigned personnel for Leave Without Pay (Unpaid Time Off) requests which do not exceed five (5) consecutive workdays. Workdays on either side of a weekend or holiday are considered consecutive.
  - 2.2 Leave without Pay (Unpaid Time Off) requests of more than five (5) consecutive workdays OR more than 10 workdays over a fiscal year (consecutive or not) require the approval of the President. A memo to the President must be submitted through the appropriate vice president with a brief narrative explaining the request and the expected return date. If the request is approved by the President, the memo is submitted to the Office of Human Resources. The Director of Human Resources or designee will then review the request and make any necessary adjustments to longevity calculations, sick leave accruals, vacation accruals, etc. in *Workday*.
  - 2.3 Employees who request, or have been granted, Leave Without Pay (Unpaid Time Off) are responsible for meeting/speaking with the Office of Human Resources **prior** to the Leave Without Pay (Unpaid Time Off) to review and understand any impact the Leave Without Pay (Unpaid Time Off) may have on benefits or employment status.
  - 2.4 Employees who exceed the Leave Without Pay (Unpaid Time Off) limits outlined in 2.2 above without securing the approval of the President are subject to disciplinary action for attendance including termination of employment.
3. DOCUMENTATION OF LEAVE WITHOUT PAY
    - 3.1 Employees who have exhausted all of their paid leave are required to submit any additional required leave as Unpaid Time Off (Leave Without Pay) in *Workday*.
    - 3.2 Employees on Unpaid Time Off (Leave Without Pay) status for disciplinary reasons should submit the leave as Unpaid Time Off for Disciplinary Reasons in *Workday*.

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## Related Statutes, Policies, Regulations, or Rules

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[System Policy 31.03, Leaves of Absence](#)  
[System Regulation 31.03.04, Leave of Absence without Pay](#)  
[System Regulation 31.03.06, Military Leave and Service](#)

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## Contact Office

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Office of Human Resources, 956-326-2365