

**MONTANA BOARD OF REGENTS OF HIGHER EDUCATION**  
**Policy and Procedures Manual**

SUBJECT: COMPENSATION AND EMPLOYEE BENEFITS

Policy 801.3 – Leave Without Pay

***Effective: November 18, 1999; Issued: December 10, 1999***

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**I. Board Policy**

A. Faculty, administrators and professional supervisory personnel are eligible for a leave of absence without pay after two years of continuous service ~~in accordance with the following procedures.~~ **Requests for leave without pay must be approved in accordance with the procedures of this policy. All approvals of leave shall take into account the needs of the campus, the university or the system, as appropriate.**

**B. Faculty, administrators and non-faculty professional and administrative employees are eligible for a leave of absence without pay after two years of continuous service in accordance with the following procedures.**

**C. Requests for leave without pay must be approved in accordance with this policy. All approvals of leave shall take into account the needs of the campus, the university or the system, as appropriate.**

**II. Procedures:**

A. ~~Such~~ **Leaves without pay** shall not be deemed earned leave time, nor **be deemed or** become a vested right, ~~or interest, nor be, nor become, or~~ an implied provision of any contract. The board of regents retains the right to amend, alter, rescind or abolish this leave policy at any time.

B. Leaves without pay shall normally not exceed two years **in** duration.

~~—— 3. Satisfactory programs or projects shall include research, education, travel or related work in other institutions, or private or business organizations, or other activities which the president or chancellor, or, if applicable, the Commissioner of Higher Education, agrees will improve the staff member professionally or will directly or indirectly benefit the campus or the state.~~

~~—— 4. Requests for leave without pay shall be made to the campus administrator of the campus at which an applicant is employed, or when appropriate to the Commissioner of Higher Education.~~

~~—— 5. Requests for leaves without pay for presidents must be recommended by the Commissioner of Higher Education.~~

~~—— 6. All leave requests shall be submitted to the Board of Regents through the Commissioner of Higher Education for approval.~~

**C. Campus chief administrators (presidents, chancellors, or deans in Helena and Great Falls) shall have authority to approve leaves for employees of their campuses. The commissioner of higher education shall have authority to approve leaves for the office of commissioner of higher education employees, except that the board of regents shall approve leaves without pay for the commissioner, chief campus administrators, and the cabinet-level administrators at the office of the commissioner of higher education.**

D. Employees who are on an approved leave of absence without pay may continue to be covered by the employer's group insurance for up to two years provided they pay the amount of the employer's contribution plus any required employee contribution. Payment must be made to the business office prior to the close of the payroll date in order for the coverage to be effective.

History:

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Item 204-001, November 27, 1967 as amended October 29, 1976. The portion of Item 204-001 relating to leaves without pay is rescinded; Item 20-002-R0478, Leave without pay; Montana University System (Revised), May 31, 1978 as amended March 22, 1993 and November 18, 1999.