

4. The employee's supervisor shall:
 - a. Review the LWOP request with DHRM and with the Superintendent or designee;
 - b. Notify DHRM if an employee goes into unauthorized LWOP status; and
 - c. Work with DHRM when recommending disciplinary actions for any employee who enters into an unauthorized LWOP status.
5. A supervisor may not approve a leave request that will place an employee in an unauthorized LWOP status.
6. The Superintendency shall work closely with DHRM to determine the appropriate actions and obtain necessary information for the specifications of the LWOP.
7. Once a decision has been reached, the Superintendency shall notify the employee in writing, approving or denying the LWOP, and copying the employee's supervisor and DHRM.
8. An employee who is granted LWOP shall provide a status update to the employee's supervisor or DHRM when requested.
9. Except as otherwise provided under the state or federal laws an employee who receives no compensation for a complete pay period shall be responsible for payment of the full premium of state provided benefits.
10. Management may separate an employee from employment after 18 workweeks cumulative leave in a 24-month period regardless of paid leave status unless prohibited by state or federal law. This rule incorporates by reference 29 CFR 825.205 (March 21, 2021) for purposes of calculating workweeks. The agency head shall make the decision to separate the employee in consultation with DHRM.
11. Under extenuating circumstances for example when an employee start employment with USBE and has a planned time off, a USBE employee may apply for non-medical LWOP.
12. This approval may be granted for continuous leave for up to 12 weeks from the last day worked in the employee's regular position.
 - a. Exceptions may be granted by the Superintendent or the Superintendent's designee.
13. Decisions to separate the employee shall be made by the Superintendent in consultation with DHRM.

IV. HISTORY:

This policy supersedes the previous Leave Without Pay policy that was established November 2012 and updated April 2018.