

Staff Personnel Manual (SPP)

SPP 705–01: Extended Leave of Absence

Effective: 7/1/1978

Revised: 12/23/2024

Purpose

To provide a procedure whereby an employee may request an extended leave of absence

Sources

Arizona Revised Statutes § 38–781

Arizona Board of Regents Policy Manual - 6–805

University policy

Applicability

Benefits-eligible [classified employees](#), [university staff](#), and [non-faculty administrators](#)

Policy

An employee may request an extended leave of absence for the following:

1. personal reasons
or
2. additional time after the employee’s Family Medical Leave has expired
or
3. medical reasons, if the employee is not eligible for Family Medical Leave.

Requests for extended leave will be considered by the University and may be granted based on a case-by-case determination consistent with the provisions of federal and state law.

Requesting Leave

When the need for leave is foreseeable, an employee is required to give at least a 30-day written notice. If the leave is due to an unforeseeable event, the employee must provide as much notice as is practicable under the circumstances.

The employee is responsible for initiating the leave request through the HCM system. For guidance on the necessary documentation to complete the leave process, employees should contact the Office of Human Resources. Failure to submit the required documentation may delay the start of the leave or lead to the denial of the request

Coordination with Other ASU Leave Plans

An employee may use accrued compensatory time ([SPP 404–04](#), “Overtime—General Policy”), health leave ([SPP 701–01](#), “Health Leave Benefits”), and/or vacation leave ([SPP 702–01](#), “Vacation Leave Benefits”) during the leave period to remain in a paid status and continue to accrue leave in accordance with these policies; otherwise, the leave will be without pay. Existing balances will be applied to cover the cost of benefits premiums. An employee on leave without pay will not accrue health and/or vacation leave during an unpaid leave or for disability income paid by a third-party (i.e., short-term disability or workers’ compensation).

Benefits Coverage

While the employee is on leave, the university will pay the employer’s portion of health insurance premiums whether the employee is in a pay or non-pay status; the employee is responsible for payment of the employee’s portion. When the employee is in a pay status, deductions will be taken from the paycheck; while in an unpaid status, the employee’s leave balance will be applied to cover the cost of premiums. If insufficient leave balance is available to cover the premiums, the employee will be billed for the premiums due. If the employee’s premium payment is more than 30 days late, the university may discontinue coverage retroactive to the last day of the pay period for which coverage had been paid, or, if the employee returns to work, unpaid premiums may be deducted from the employee’s active pay.

Retirement Contributions

While in a paid status, the employee’s retirement contribution will be deducted from the employee’s pay and the employer’s contribution will be paid by the university. During an unpaid leave, no contributions will be made.

An employee will not earn service credit or have retirement contributions paid by the university during a leave of absence without pay.

Employees may contact the Arizona State Retirement Plan to discuss purchasing service credits equal to the unpaid leave.

Active members of the Public Safety Personnel Retirement System (PSPRS) may receive credited service limited to 60 months if ordered/volunteered to active military service while working for the current employer if criteria are met pursuant to A.R.S. §38-858. The member shall pay the member’s contributions, upon which the employer shall make employer contributions. If the member performs military service due to presidential call-up, the employer shall make the employee and employer contributions not to exceed 48 months.

Contact the ASU Office of Human Resources for more information.

Return to Work

As soon as practical, but no later than two weeks before the end of the leave, the employee must confirm with the supervisor a return-to-work date.

In the case of the employee’s own serious health condition, the employee must provide a certification from the health care provider confirming that he or she is able to return to work and can perform the essential functions of the position, with or without accommodation.

Employees without proper authorization will not be allowed to return to work.

If the employee wishes to re-enroll in health benefits, a Benefits Enrollment/Change Form must be submitted to OHR Benefits Design & Management within 30 calendar days of the return to a benefits-eligible position.

Cross-References

For further information, see:

1. the *Academic Affairs Policies and Procedures Manual*— [ACD 405](#), “Individuals with Disabilities”
2. [SPP 701–01](#), “Sick Leave Benefits”
3. [SPP 702–01](#), “Vacation Leave Benefits”
and
4. [SPP 705–02](#), “Family Leave of Absence.”