

Leave without Pay for Academic Appointees

ACA-48



About This Policy

Effective Date:

05-05-1964

Last Updated:

07-25-1969

Responsible University Office:

University Faculty Council

Responsible University Administrator:

Board of Trustees, Indiana University

Policy Contact:

Susan McCammon

Assistant Vice Provost, Director of Academic Personnel Policies and Services

smccammo@indiana.edu

Related Information

* [FIN-ACC-I-610 Allowable Travel Payments to Faculty Members on Leave](#)

Scope

Policy Statement

[Back to top ↗](#)

Scope

All academic appointees.

[Back to top ↗](#)

Policy Statement

Request for Leave

When a faculty member or other academic employee wants to take such a leave (LWOP), he or she should initiate a request through normal administrative channels. This request should be accompanied by a brief statement of the reasons for which the leave is sought. Leaves of absence without pay are limited to one year. Under unusual circumstances, exceptions can be approved.

(Administrative Practice)

Status of Time Spent on Leave Without Pay

A year or semester on LWOP does not normally count as a year or semester of service to the University, except in the case of recipients of nationally or internationally competitive fellowships. This policy means that such leave will not be counted in reckoning:

1. University obligations to make contributions to retirement funds.
2. Year's credit toward tenure, except that it may be counted if the leave is spent as a full-time faculty member at some other institution.
3. Year's credit towards sabbatical eligibility.
4. Years of service which may be relevant under any other University regulations, such as those concerned with early retirement.

(Faculty Council, May 5, 1964; December 3, 1968; July 25, 1969)

Benefits While on Leave Without Pay

Group Life Insurance. During leave without pay, the University will continue the insurance in force for three months. If the leave extends for more than three months, the insurance will be suspended unless the employee elects its continuance by the advance payment of premiums at the campus Human Resources Office. If the insurance is suspended during the leave, when the appointee returns it will be automatically reinstated in accordance with the plan certificate.

Group Medical Insurance. It is the policy of the University to continue its contributions toward medical insurance for faculty or staff members on leave of absence without pay for as long as the appointee continues paying the employee share of the premium. The appointee must make arrangements with the University in advance of the beginning of the leave to pay the employee's share of medical insurance premiums. Continuation in the plan is optional. If it is dropped, re-enrollment procedures are necessary to re-enter the plan, either immediately upon return from leave, or at the annual open enrollment date.

(Administrative Practice)

IU Retirement Plan Contributions. It is the policy of the University not to make retirement plan contributions while an appointee is on leave without pay. A participant in an IU retirement plan who plans to take leave of absence without pay should make appropriate arrangements with his or her prospective employer or grantor agency to cover his or her contributions. Such contributions can be made directly to the plan provider by the employing institution whether or not that institution participates in that particular program. Alternatively, the employing institution could set the level of compensation at a figure which would permit the individual to make payments to the plan provider, although tax disadvantages would usually result from such an arrangement.

(Administrative Practice)