

POLICY & PROCEDURES MANUAL

WAYLAND BAPTIST UNIVERSITY

Classification Number: 2.5.7

Revised: August 14, 2017

SUBJECT: LEAVE OF ABSENCE WITHOUT PAY

The president of Wayland Baptist University is authorized to approve a leave of absence without pay for employees, subject to the following provisions:

1. Except for disciplinary and workers' compensation situations, employees must exhaust accumulated paid leave entitlement, such as accrued vacation

- 08/14/2017 – Revision-title change
- 10/08/2013 - Reviewed (no changes)
- 02/22/2007 - Reviewed and title change
- 08/15/2004 - Edited and reissued as policy 2.5.7
- 08/19/1997 - Edited and layout changes
- 06/08/1992 - Inception of policy 2.4.1.7