

HARVARD LAW SCHOOL

Human Resources

Unpaid Leave of Absence – Application and acknowledgement of terms

I am requesting an unpaid leave of absence as outlined in the Harvard University Personnel Manual for Administrative & Professional and non-union Support Staff, Section 8, Additional Unpaid Leaves ([click here for policy](#)).

I am requesting (check one)

- Short Term Personal Leave of Absence (31 – 90 days long)
- Long Term Personal Leave (91 days to 1 year)
- Extended Parental Leave (must end no later than 1 year of absence start date)
- Career Development Leave (3 months to 1 year, available after 3 years of Harvard employment)
- Government Service Leave (A period equal to prior service (not to exceed two years) for service in an appointive capacity at the federal, state or local level.)

I would like my leave to begin on _____ and end on _____.

Reason for leave: _____

Terms and Conditions of Leaves of Absence

The following applies to unpaid leaves of absence. These terms and conditions do not apply for unpaid absences of fewer than 30 calendar days or to vacation or sick time used prior to the beginning of an unpaid leave. Prior to the start of the leave, the employee, their supervisor/department head, and the local human resources officer must agree to leave terms and conditions in writing.

Employment During Leave

An employee may not work in a position with benefits while on leave unless agreed to in writing prior to the beginning of the leave. Working in such a position while on leave (except for approved government service) will result in forfeiture of the leave of absence and termination of University employment.

Working in a temporary, non-benefited position for the University while on a leave of absence may be permitted provided such employment is not inconsistent with the basis for the leave of absence. The employee must obtain advance approval from the department from which he or she is on leave.

Vacation and Sick Time Accrual

Vacation and sick pay do not accrue while an employee is on an unpaid leave of absence. An employee may be asked to have their vacation time paid out on the last check before their leave begins.

Benefits Continuation

An employee on leave of absence may continue coverage under the Comprehensive Medical Program, Dental Assistance Plan, Group Life Insurance Plan and Long Term Disability Plan. The employee is responsible for their share of premium payments during the leave. The University may, under certain circumstances, recover insurance premiums paid during the leave if the employee fails to pay his or her portion of the premium.

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Employees continue to earn pension credit during a leave of absence provided they return to work and the total credited service, excluding the leave period, is at least three years. Questions may be referred to Harvard Benefits (617-496-4001).

An unpaid leave of absence is counted as continuous service for all other benefits that have a length of service requirement, such as tuition assistance, disability benefits and longer-service vacation accrual.

Reinstatement of Employment

I understand that my position

- will not be held open, and that there is no guarantee of a return to work (*for leaves lasting longer than 90 days).
- will be held open, and I will be reinstated at the end of the leave (*lasting less than 90 days). If I fail to return to work as scheduled without an approved extension, my leave will end without reinstatement.

Signature

Date

Printed name

Approved

Denied

Supervisor's Signature

Date

Printed name

HR Signature

Date

Printed name

Approved

Denied