



- a. not disrupt or interfere with the operations or work schedules of the institution or institutional unit.

### III. DURATION OF LEAVE

All regular employees may request a full or part leave of absence without pay up to a maximum of a two year (24 month) period in accordance with the provisions of this policy.

### IV. REASONS FOR LEAVE

- A. A leave of absence without pay may be requested by an eligible employee for reasons such as:
  1. loan of an employee to another governmental agency, higher education institution or related organization;
  2. outside employment that would lessen the impact of a potential layoff or a layoff;
  3. professional activities related to academic research, advanced study, career

## USM Bylaws, Policies and Procedures of the Board of Regents

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- B. If during the leave the president or designee determines that the position cannot be held available, the employee shall be provided written notification of the decision and shall be provided information regarding the equivalent position to which the

## USM Bylaws, Policies and Procedures of the Board of Regents

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benefits if the reason for the leave is determined by the President or designee to be of benefit to the USM institution. Employer costs of any payments made to

## IMPLEMENTATION PROCEDURES

Each President shall identify his/her designee(s) as appropriate for this policy, develop procedures as necessary to implement this policy, communicate this policy and applicable procedures to his/her institutional community, and post it on its institutional website.