To: All Cooperative Extension Faculty, Academic Staff and Unclassified Limited Appointments

RE: Leaves of Absence

This message is intended to alert you to the parameters within which leaves of absence may be granted to faculty, academic staff and unclassified limited appointees. This message is posted on the Cooperative Extension department head website under Leaves of Absence and on the Cooperative Extension administration website under Cooperative Extension Policies.

Board of Regents of the University of Wisconsin System Policy 89-8 places some constraints on granting non-medical leaves. This would include (be not be limited to) leaves of absence for academic study, personal (non-medical) reasons, assuming another university non-limited appointment, engaging in political activity, assuming elected or appointed office, etc.

For non-medical leaves of absence not involving political activity or elected/appointed office:
- The Chancellor can authorize a leave of up to two years in duration. Begin seeking this authorization with your appointing authority (the person who signs your appointment or salary letters – District Director, State Program Leader, etc.).
- The UW System President must approve an initial three-year leave or an extension of a leave to three years. Contact the Dean’s office if this is necessary.
- The Board of Regents must approve any initial leave or extension of a leave beyond three years. Contact the Dean’s office if this is necessary.

For leaves of absence to assume elected or appointed governmental office:
- Service in an elected or appointed position during out-of-work time (school board, commissions, etc.) may not require a leave of absence. This is determined on a case-by-case basis by the Dean to determine if a leave is needed and if any conflict of interest is created. Begin this discussion with your appointing authority.
- The Chancellor can authorize a leave to assume elected or appointed governmental office for the initial term, not to exceed four years. Begin this discussion with your appointing authority.
- The Board of Regents must approve in advance any extension of a leave to assume elected or appointed office beyond the initial term. Contact the Dean’s office if this is necessary.

For leaves to engage in political activity:
- If you plan to enter a primary campaign, you must seek Dean authorization regarding potential conflict of interest and need for leave of absence.
- If you are a candidate in a regular election, you must seek Dean authorization regarding potential conflict of interest and need for leave of absence. It will generally be expected that you will take a leave of absence.
- Campaigning or receipt of campaign contributions cannot occur while you are working or could reasonably be expected to be working.
- If elected to an office, you will need to receive determination from the Dean as to whether a partial or full leave of absence will be necessary. If necessary, the restrictions cited above for elected or appointed governmental office apply.

Limited appointees have further restrictions regarding elected or appointed governmental office. Please review Regent Policy 89-8 at http://www.uwsa.edu/bor/rpd/bor_pols.pdf (pages 73-74).

Faculty are expected to inform their academic departments regarding dates of leaves of absence prior to the beginning of the leave.

Medical leaves are handled in accordance with UW System and UW-Extension policies regarding sick/family leave and state/federal laws regarding Family & Medical Leave Acts (FMLA).

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