

# **Personal Leave**

## **Summary**

The university's policy on personal leave.

## **Purpose**

To provide guidance to employees on the University's personal leave policy.

## **Policy**

At the discretion of the President of the University, personal leave of absence without pay for periods not to exceed one year may be approved. Such approved personal leave shall allow the employee the right to elect to continue group insurance benefits.

## **Related USG Policy**

Human Resources Administrative Practice Manual

## **Last Update**

6/5/18

## **Responsible Authority**

CSU Human Resources