

Chapter 16 Leave of Absence

16.01 Leave of Absence without Pay (Classified Employees)

Policy

Classified employees may request and be granted leaves of absence without pay.

The terms and conditions for granting leaves of absence without pay for classified employees are contained in Chapter ER 18 of the Wisconsin Administrative Code.

Procedure

Application for leaves should be made on Form DER-C&C-20 (Rev. 9/90) [[see Appendix 16-A](#)]. The form should be processed through the supervisor/department chair to the Dean/Director to the Classified Human Resources (CHR) office.