



STUDY LEAVE

RESPONSIBLE OFFICE: **DIVISION FOR PEOPLE AND CULTURE**

COVERED EMPLOYEES: **Tenured/Tenure-line Faculty (F1)**
Full-Time Professional (P1; P3; P5; H1; H3; H5)
Full-Time Staff (A1; N1; N3; E1; E3)
Full-Time Service (B1; B3)

NOT COVERED: **Non-Tenured/Tenure-line Faculty (F2; F3; F4; F5; F6)**
Part-time Professional (P2; P4; H2; H4)
Part-time Staff (N2; E2)
Part-time Service (B2)
Temporary Employees (TM; TB; TF; F8)
Graduate Assistants/Student Employees (S1; S2; S3; S4)

Study leave provides time away from professional and work obligations to provide employees an opportunity to gain additional education and skills to better fulfill the specified responsibilities of an employee's present or future position at the University.

Time Off and Pay

An employee may request up to twelve (12) months of unpaid study leave. Factors that will be considered concerning the request for leave:

- ◆ Relevance to employee's present position in the University.
- ◆ Relevance to employee's potential development with the University.

Scheduling Leave

Study leave is used on a full-time continuous basis and may not be used intermittently. Requests for study leave should be made as far in advance as possible.

Benefit Continuation

Employees on study leave retain their employee benefits during the leave and must arrange with Payroll Operations for the payment of their portion of insurance premiums due during any unpaid leave period. Failure to pay the monthly premium could result in cancellation of coverage.

If the employee fails to return to work at the end of the leave and work for a period of time equal to the length of the leave, the employee must repay the portion of the benefit costs paid by the University during the study leave, including any tuition remission benefits.



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Return to Work

An employee's position will be held during a study leave. Failure to return to work on or before the expiration of the study leave will be considered as resignation from the University.

Other Important Details

- ◆ Employee must have been employed for at least five (5) years.
- ◆ An employee may not work for pay while on study leave without prior written approval from the Vice President for People and Culture. Otherwise, the employee will be considered to have resigned from the University as of the effective date of such employment.
- ◆ See Tuition Remission benefit plans for applicability. An employee on an approved study leave may enroll at Ball State for up to eighteen (18) credit hours per fall semester, up to 18 credit hours per spring semester, and up to 18 hours during any combination of summer terms for a maximum enrollment of 54 credit hours in a 12-month period.

Non-Retaliation

Ball State University prohibits any form of retaliation against an employee for requesting or using approved leave, for supporting another employee's use of leave, or for reporting a concern related to leave rights. Supervisors and administrators must ensure that an employee's use of leave is not considered negatively in performance evaluations, work assignments, or other employment decisions. Concerns about retaliation should be referred promptly to the Division for People and Culture.

Questions should be directed to the Leave Management Specialist in the Division for People and Culture.

Amendments

The Vice President for People and Culture is authorized to amend this policy. Any modifications necessitated for legal compliance are to be made in consultation with the Vice President and General Counsel.

HISTORY

Issued:	1924
Revised:	12/12/25