



PERSONAL LEAVE

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

COVERED EMPLOYEES: **Full and Part-Time Faculty (F1; F2; F3)**
Full and Part-Time Professional (P1; P2; P3; P4; P5; H1; H2; H3; H4; H5)
Full and Part-Time Staff (A1; N1; N2; N3; E1; E2; E3)
Part-Time Service (B2)

NOT COVERED: **Temporary Employees (TM; TB; TF; F8)**
Semester Faculty (F4; F5; F6)
Full-Time Service (B1; B3)
Graduate Assistants/Student Employees (S1; S2; S3; S4)

Personal leave provides time away from professional and work obligations for employees who need to be away from work for reasons not covered by other leave policies (e.g. medical, parental, military, or study leaves) and is not intended as an extension of or replacement for other more applicable leaves.

Time Off and Pay

An employee may request an unpaid personal leave for absence that is intended to last more than ten (10) working days and up to a maximum duration of six (6) months, subject to the approval of line management and the Division for People and Culture.

Requests for unpaid personal leave up to ten (10) working days in duration may be approved by the unit/department head within the parameters of this policy.

Scheduling Leave

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

Benefit Continuation

Employees on a personal leave retain their employee benefits 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 personal leave.



BALL STATE UNIVERSITY

Return to Work

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

Other Important Details

- ◆ An employee may not work for pay while on personal 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.

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: 1943
Revised: 12/12/2025