

HR027 Extended Annual Leave Policy

Policy Type: Administrative/Operations

Responsible Administrator: Peter Navarro,
Associate Dean for Human Resources and
Compliance

Responsible Office: Human Resources

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Training Required: No

LCME Required: No

Approved by:



Alison Netski, MD, Interim Dean

Date: November 17, 2025

Definitions

Extended Annual Leave - more than 10 business days of annual leave in a four-week period

Statement of Purpose

This policy establishes the utilization of paid and unpaid leave time, ensuring both employee well-being and the continuity of business operations. While we recognize the importance of employees utilizing leave for rest or personal matters, it is essential to maintain adequate staffing levels and operational efficiency.

It is the goal of the Kirk Kerkorian School of Medicine ("SOM") to ensure approval or denial of **extended annual leave** is applied consistently and fairly to all employees. Therefore, this policy establishes requirements for requesting and utilizing planned extended annual leave. This policy applies throughout an individual's employment, up to and including separation.

Entities Affected by This Policy

This policy applies to all SOM faculty and staff.

Who Should Read This Policy

All entities affected should read this policy and discuss any questions with their supervisor.

Policy

1) Approval Process

- a. The employee discusses their request for extended annual leave with their supervisor, completes the Extended Annual Leave Request Form (the "Form"), and obtains their supervisor's signature
- b. The employee's supervisor consults with the recommended approving authority and provides them with the completed Form
- c. Recommended Approving Authorities

- i. **Academic Non-Clinical Faculty** - Vice Dean for Academic Affairs
 - ii. **Academic Clinical Faculty** - Vice Dean for Clinical Affairs
 - iii. **Administrative Faculty** - Executive Associate Dean for Administration
 - iv. **Classified Staff** - Executive Associate Dean for Administration
- d. The recommended approving authority signs the Form
- e. The supervisor informs the employee that the Form has been approved, and they may now request in writing, through Workday, extended annual leave with sufficient advance notice (when possible, this means **at least 90 days** in advance)
- f. For any combination of absences totaling more than 10 business days in a four-week period, employees must complete Form detailing: (1) all planned annual leave; (2) any sick leave being used in the same four (4) week period; and (3) all other types of leave or absences occurring within the same timeframe.

2) **Factors to Consider:** When approving extended annual leave, the employee's supervisor and other approving authorities must consider the following:

- a. Workload, ongoing projects, imminent deadlines
- b. Adequate leave balance
- c. Operational needs and staffing levels
- d. Course load/ongoing classes
- e. Employee performance and attendance record
- f. Reason for the leave
- g. Time of year (period of peak workload)
- h. Anticipated date of separation (if applicable)
- i. Additional leave taken in the same period as annual leave, e.g., sick, holidays
- j. Any other factors that the supervisor and other approving authorities find relevant to business operations

Failure to adequately monitor extended annual leave may cause operational inefficiencies which will be reflected negatively in an annual evaluation of the supervisor granting the leave.

This policy is **not** intended to apply to or interfere with employees taking Family and Medical Leave Act (FMLA) leave, approved leave for an Americans with Disabilities Act (ADA) accommodation, other approved sick leave, or an unpaid leave of absence.

Nothing in this policy is intended to supersede the dean's ability to approve leave consistent with UNLV Policy and the NSHE Code.

Related Documents and Links

[NSHE Code – Title 2, Chapter 5, Section 5.15 Resignations/Leave](#)

[NSHE Code – Title 4, Chapter 3, Section 20 Annual Leave](#)

[HR010 Annual Leave Policy](#)

<https://www.unlv.edu/hr/benefits/leave#AAF>

[Extended Annual Leave Request Form](#)

Contacts

Kirk Kerkorian School of Medicine at UNLV Office of Human Resources

Phone: 702-202-2424

Department Email: hr.som@medicine.unlv.edu