Leave Without Pay
(Exception Code L)

Upon written application, employees may be granted a leave without pay, not to exceed one year, for reason of personal illness, disability, educational improvement or other purpose deemed proper and approved by the Appointing Authority and Personnel Administrator. Employees may be required by the Appointing Authority to submit appropriate/additional documentation in support of the requested leave.

Upon the expiration of an authorized leave of absence, the employee shall be returned to the position which (s)he occupied at the time the leave became effective, subject to the law and rules. Failure of an employee to report for duty promptly at the expiration of such leave is just cause for dismissal.

State employees will not be granted a leave to accept employment outside of State Service.

For more information, see the Personnel Rules and union contract (if applicable) on the Division of Human Resources website at www.hr.ri.gov or, to request a leave, contact your human resources office.