

I. POLICY

With appropriate administrative approval, the college will grant a leave of absence without pay, for personal leave, public service leave, long-term military leave, or unpaid sick leave in accordance with college definitions and provisions and procedures.

II. REFERENCES

Reserved

III. DEFINITIONS

See [Human Resources Definitions](#).

IV. PROCEDURES

A. Accumulated Vacation

Any accumulated vacation shall first be used before the leave of absence without pay begins.

B. Return to Equivalent Position

Employees will be returned to the same or equivalent position and pay (including any cost of living and equity increases excluding merit pay) as they held when they went on leave unless the position has been affected because of a financial exigency or a program affected because of a financial exigency or a program reduction(s)/deletion(s). In these cases the employee will be considered as working, and return to the former position.

C. Failure to Return from Leave

Employees who fail to return from a leave of absence without pay will be terminated immediately, unless an extension of the leave has been approved.

D. Employment Credit

1. Employees shall be entitled to the same years of employment credit to which they were entitled at the commencement of the leave of absence without pay.
2. Benefits may be continued during the leave if the employee pays both the college and individual premiums.

3. Sick leave, vacation leave, and retirement credits, are not earned during the leave of absence without pay.

E. Holidays

Employees will not be compensated for holidays falling within the leave period.

F. Request for Leave

1. Employees must submit, in writing, a leave without pay agreement form to their immediate supervisor.
2. The supervisor submits the form to Human Resources. The form is then submitted to the appropriate cabinet member for approval.
3. For a leave without pay (LWOP) that will last less than a pay period, time should be submitted through web or department time entry.

G. Public Service Leave Extensions

1. At the end of the approved leave period, requests for leave extensions are submitted in writing to the immediate supervisor.
2. The supervisor sends the request to Human Resources for review before being sent to the appropriate cabinet member and president for approval.

H. Long Term Military Leave

Employees should notify supervisors and should submit orders to Human Resources.

I. Benefits

1. Employees on approved leave of absence without pay may make special arrangements with Human Resources to continue their insurance with COBRA and retirement benefits if they desire.
2. It is the employee's responsibility to make arrangements prior to the leave and to pay for the total premiums, including the college's portion, if continued coverage is desired.
3. Upon returning to work, sick leave, vacation leave, and retirement credits begin to accumulate again.

Date of last cabinet review: March 29, 2016

The originator of this policy & procedure is Human Resources. Questions regarding this policy may be directed to the originator by calling 801-957-4210.