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Leave without pay may be granted to an eligible employee for various reasons, including family and medical leave, extended educational purposes, vacation, illness, workers' compensation, military service, personal reasons, other reasons deemed justified by the employee's supervisor and the President, or as otherwise required by law.

I. MAXIMUM AMOUNT

Leave without pay normally shall not exceed six (6) months. Any exception to this should be agreed upon by the appropriate Vice President and the President. For military leave without pay, see Policy 3.2.15 – Military Leave.

II. EMPLOYEE RESPONSIBILITY

If possible, the employee shall apply in writing to his or her supervisor for leave without pay at least two (2) weeks prior to such leave. The employee is obligated to return to duty within or at the end of the time granted. If the employee finds they will not return to work, the employee must notify the College immediately. Failure to report to work at the expiration of a leave without pay, unless an extension has been requested, shall be treated as a resignation.

III. COLLEGE RESPONSIBILITY

The decision to grant leave without pay is an administrative one for which the supervisor and President must assume full responsibility. Factors to consider are workload, need for filling an employee's job, chances of employee's returning to duty and chances of the College's ability to reinstate employee to a position of similar status and pay. If it is necessary to fill a position vacant by leave without pay or if it is necessary to terminate an employee on leave without pay, the position may be filled by a temporary, time-limited, or permanent appointment provided the

employee on leave without pay is notified of such action immediately. Reinstatement to the same position or one of like seniority, status and pay must be made upon the employee's return to work unless other arrangements are agreed to in writing.

IV. ASSIGNMENT OF LEAVE IN SPECIAL CIRCUMSTANCES

Employees may be assigned by their supervisor or the Payroll Office to leave without pay status as a result of absence when all other forms of leave have been exhausted.

V. RETENTION OF BENEFITS

While on leave without pay, the employee shall retain all accumulated annual leave and sick leave; however, the employee ceases to earn any additional sick or annual leave effective on the date leave without pay begins except in cases where an employee is receiving worker's compensation benefits. The employee also ceases to earn time toward longevity except while on military leave, educational leave, or while receiving worker's compensation benefits. The employee shall retain health insurance, but the employee shall be responsible for reimbursing the College for the employer's contribution.

VI. EXHAUSTION REQUIREMENTS

An employee approved for leave without pay for vacation purposes must first exhaust any accumulated annual leave. Sick leave must first be exhausted before going on leave without pay for extended illness.

REFERENCES

Statutory References	None
Regulatory References	None
Relevant Guidance	None
Policy Manual Cross-References	Referenced by: ● Policy 3.2.4 - Leave ● Procedure 3.2.4.1 - Leave Requests Referencing: ● Policy 3.2.15 - Military Leave

POLICY HISTORY

January 1, 2025	Adopted.