

Section: Leave of Absence

Adoption Date: 8/15/19

Revision Date: 10/24/24

Sponsoring Unit/Department: Employee Service Center

Leave of Absence

The intent of this policy is to provide support for employees who need to address emergent or urgent issues and circumstances in their lives by providing extended time off from work with the expectation that the employee will return once the situation is resolved. Some situations may be better addressed through Sabbatical or FMLA.

Leave of absence is defined as an excused absence without pay granted for up to a period of one year to full-time employees to retain continuity of employment if such approval does not conflict with the business needs of the College. Leaves of absence of more than fourteen days require completion of a Leave of Absence Agreement.

In some circumstances, Leaves of Absence of less than one contract year may be handled through a reduced contract or shortened work arrangement.

Examples of circumstances that might qualify for a leave of absence may include:

- Military Service
- Personal, including health-related condition and birth/adoption of a child
- Extraordinary emergency circumstances
- A limited time professional development opportunity with the intent to return to the college
- Other circumstances may be considered that fit within the intent of this policy

Requests and Approvals

Requests must be aligned with the intent of this policy to be approved.

Requests must:

- be made in writing
- include the basis for the level of absence
- include start and end dates

Approvals for unpaid leave of absence involve the following process:

- First, consultation with Human Resources and the Employee Service Center.
- Second, approval by the employee's supervisor.

An unpaid leave of absence affects an employee's service time and seniority.

Extension of Leaves

In the event of unforeseen circumstances, an employee may request an extension from their supervisor prior to their scheduled date of return.