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## Leaves of Absence

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### **POLICY STATEMENT**

The College recognizes that an employee may need to take time away from work that is not specifically covered by one of the College's time off or leave policies. The approval of this time away will largely depend upon the circumstances, including the nature of the request, the duration, specialization or critical nature of the employee's position, and the overall operational needs of the Department and College.

The Department may grant leaves of absence without pay for periods of temporary absences. This may involve, for example, an extended vacation or a short-term illness. All other leaves, as outlined below, must be approved by the Department in conjunction with Human Resources.

### **1. Regular Full-time and Regular Part-time Employees**

#### **a. Leave Without Pay:**

I. A voluntary administrative leave will apply when it is mutually beneficial to the College and to the employee. The leave is typically initiated by the department, through the Human Resources Department, and accepted by the employee. It provides an opportunity to decrease employment levels due to operational needs without incurring a layoff. The maximum leave time is 12 weeks.

II. Regular full-time employees may use vacation time during the period or the employee may elect time without pay. However, it is expected that employees will use all their accrued vacation before electing to use time off without pay. Specific details regarding payment of benefit premiums and vacation and sick time accruals will be determined at the time the leave is initiated.

#### **b. Administrative Leave:**

The Department, in conjunction with Human Resources, may place an employee on administrative leave with or without pay to provide the College time to investigate and evaluate the circumstances regarding a pending action concerning the employee. The investigation will be conducted as soon as practical based on business requirements. The College has the right to terminate the employee while he/she is on administrative leave.

## 2. Regular Full-time Employees

### III. Non-FMLA Medical Leave

IV. Employees who do not meet the requirements for a leave under FMLA may request a leave of absence when they or a spouse, son, daughter, or parent (“covered relation”) have a serious health condition. The employee must submit a Request for Leave of Absence form to the supervisor, and a completed Certificate of Health Care Provider form to Human Resources. The Department, in conjunction with Human Resources, will decide on whether or not to grant the leave based on the factors as set forth in the policy.

If the request is denied and the employee does not report to work, employment ends as a voluntary termination effective the last day worked by the employee or the last day on approved leave.

If such a leave is granted:

- i. The amount of leave will not exceed 12 weeks in a 12-month period. The employee’s position or equivalent position may be held for a specified time but in no case for longer than the 12 weeks maximum. Exceptions must be approved by the appropriate Vice President and the Human Resources Director.
- ii. Employees must use any unused sick days or vacation days prior to commencing an unpaid non-FMLA leave. While on paid status, the College will continue paying the employer portion of the premiums and deducting the employee portion and the employee will continue to accrue vacation and sick leave, as applicable.
- iii. Once in unpaid status, the employee will make personal payments for his/her portion of the premiums for those benefits he/she wants to remain in force, and vacation and sick leave accruals, as applicable, will cease. An employee must make arrangements with Payroll for payments prior to the beginning of the leave to ensure benefits do not lapse. Failure to make such arrangements and/or payments could result in termination of the employee’s benefits.
- iv. Before returning to work following a leave due to the employee’s serious health condition, the employee will be required to present a fitness for duty certification from his/her health care provider stating that the employee is medically able to resume work and to perform the essential functions of his/her job.
- v. If at the end of the approved leave period, the employee does not report to work, employment ends as a voluntary termination effective the last day worked by the employee or the last day of the approved leave.

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## RELATED INFORMATION

2.12, Medical Leave: FMLA

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## POLICY HISTORY

Formerly 2.3.4, Adopted 1/25/2000

Revised 3/20/2012

Renumbered to Policy 2.10 in 10/2014

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