LEAVE WITHOUT PAY

The College recognizes that employees may encounter situations that require an extended time off for purposes not specifically covered by other College leave policies.

At the sole discretion of the College, unpaid leave may be granted to an employee who (1) has used all other accrued leave, or (2) is not entitled to leave under any other College policy.

The College may grant a period of unpaid leave not to exceed one year for such reasons as personal illness, illness in the family, maternity, adoption, child-rearing, family obligations, disability, further education, or other reason documented by the employee. Request for leave without pay will be considered on a case-by-case basis. The length of unpaid leave shall be at the sole discretion of the College.

The leave provided for in this policy is different from leave that may be required under applicable laws such as the Family and Medical Leave Act (FMLA) and the Uniformed Services Employment and Reemployment Rights Act (USERRA). Absences that are covered by FMLA or USERRA are not covered by this policy.

Requests for leave exceeding five (5) days should be submitted on a "Request for Leave" form available from the Human Resources Office and shall be accompanied by documentation supporting the necessity for the leave *except where this would cause an undue hardship on the employee,* in which case documentation must be provided within a reasonable time period. The "Request for Leave" form shall be approved by the supervisor and all higher supervisors, up to and including the President.

Requests for leave without pay for five (5) days or less may be granted in writing to an employee by the immediate supervisor and forwarded to HR.

Benefits

Leave without pay of less than one month will not affect health, dental or vision benefit coverage. For leave without pay for a period of less than one month, the employee will continue to pay their portion and the College will continue its normal subsidy of those benefits.

For leave without pay greater than one month, the employee may continue on the college's health, dental and vision benefit plans but are responsible for the full premium cost of each plan. The employee must make arrangements for payment of these premiums with the HR office prior to beginning leave or within a reasonable time period.

Other benefits will be suspended during leave without pay and reinstated upon an employee's return.

Reinstatement

Employees returning from leave without pay shall be reinstated to the same or equivalent position provided that:

(1) they are still qualified to perform their former duties,

(2) a position is available,
(3) the employee is available for assignment immediately following the expiration of leave, and
(4) the college is not under a reduction in force status.

Failure to return to work at the end of the approved leave without pay period will be considered a voluntary resignation.

Other employment

Other employment while on leave without pay status will result in cancellation of the leave or termination of employment.