A leave of absence is defined as an approved absence from work for medical, family, or other personal reasons. Typical uses for a leave of absence include, but are not limited to, the improvement of one’s own health, the significant illness of a family member, personal study, and/or campaigning for public office. Approval of Family and Medical Leave and/or short term disability assumes approval under this policy (for the same situation).

Absent requirements governed by another policy, the following guidelines apply:

1. The employee must have worked in a full-time or part-time regular position for three consecutive months preceding the request for leave.

2. The approval of a request for a non-FMLA leave of absence is at the discretion of the President or designee. Requests for leaves of absence must be in writing and include the need for the leave and the anticipated length of absence.

3. The College requires employees to use accrued PTO hours while on a leave of absence. Employees must assume the total cost of all benefit plans.

4. Leaves of absence falling under multiple policies are considered to run concurrently.

5. During an unpaid leave of absence employee will not receive service credit.

6. Leaves of absence will be approved for no longer than 180 days. The specific length of approved leave may depend upon the nature of the situation and the position the individual holds in the organization.

7. At the conclusion of the approved leave of absence period, the employee must return to work or the employment relationship will end.

8. Should an employee need additional leave beyond 180 days, such a request may be made to Human Resources. The decision to extend such a leave is at the sole discretion of the President.