

## LEAVE OF ABSENCE THE PEOPLE CENTER

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### POLICY STATEMENT

Any regular, full-time, employee may be granted an unpaid leave of absence from the College for any reason deemed acceptable at the sole discretion of the Vice President, Provost or Dean of the division or department in which the employee works. A prerequisite to requesting a unpaid leave of absence is one year of full-time employment. A regular, full-time, employee may, in certain circumstances, be granted a leave of absence for a period of one month to a maximum of twelve months. Requests must be submitted in writing to the appropriate supervisor and forwarded for final approval to the appropriate Vice President, Provost or Dean. An employee on an approved leave of absence may elect to continue Medical and Dental Insurance subject to COBRA provisions. College coverage of life insurance, STD and LTD will cease the last day the employee is actively at work.

The College will not grant any form of monetary compensation during the period of absence. Employees requesting a leave of absence must contact the Benefits Director prior to their leave to determine the status of benefits continuation.

No vacation, leave benefits are accrued during a leave of absence; but continuity and credit for service is maintained. However, leave time is not added to length of service.

If an employee does not plan to return from a leave of absence, they must notify the Colleges' People Center Office no later than halfway through the leave period. Otherwise, upon completion of a leave of absence, an employee will return to their former position unless it has been eliminated.

At the termination of an approved leave of absence, an employee may request and be granted additional time at the discretion of the President. An employee requesting an extension of their leave of absence must make the request, in writing, to the President with a copy to their supervisor 60 days prior to completion of the first approved leave of absence. If the first approved leave of absence is less than 60 days, the second should be requested as soon as is practicable before the end of the approved leave of absence period. Refusal to grant a leave of absence shall not be a matter of grievance between the College and the employee.

Failure to go through the proper notification procedure is grounds for immediate termination and may impact negatively on the employee's future consideration for reemployment.

In the event of a decline in student enrollment of more than 25 percent or a cutback of services for financial exigencies, the College may, with a sixty-day written notice, terminate employment of an individual on a leave of absence.



## SECTION VI CONTACT

For questions regarding Leaves of Absence please contact the Assistant Director, Payroll and Benefits.

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*The above is a summary only. Always refer to the applicable plan documents, policies or guides before making final decisions. The People Center policies and procedures are updated on an as-needed basis. As such, the College reserves the right to alter, amend or suspend the terms of this policy at its sole discretion; please refer to the policies posted on The People Center website for the most current version. This policy does not constitute an employment contract.*

