

**3354:2-20-55 Unpaid Leave From Work**

<u>CONTINUING</u> <u>Admin. &amp; S/P</u>	<u>TEMPORARY</u> <u>Admin. &amp; S/P</u>	<u>TENURE-TRACK</u> <u>Faculty</u>	<u>NON-TENURE TRACK</u> <u>Faculty</u>
<input checked="" type="checkbox"/> <u>Full-time</u>	<input checked="" type="checkbox"/> <u>Full-time</u>	<u>Full-time</u>	<u>Temporary</u>
<input checked="" type="checkbox"/> <u>Partial-year</u>	<input checked="" type="checkbox"/> <u>Partial year</u>		<u>Part-time</u>
<input checked="" type="checkbox"/> <u>Part-time</u>	<input checked="" type="checkbox"/> <u>Part-time</u>		
<u>Staff</u>	<u>Staff</u>		
<input checked="" type="checkbox"/> <u>Full-time</u>	<input checked="" type="checkbox"/> <u>Full-time</u>		
<input checked="" type="checkbox"/> <u>Partial-year</u>	<input checked="" type="checkbox"/> <u>Partial-year</u>		
<input checked="" type="checkbox"/> <u>Part-time</u>	<input checked="" type="checkbox"/> <u>Part-time</u>		

(A) College administrative approval is required prior to the commencement of any leave from work. The College retains the right to deny a request for a leave; require evidence of the initial and on-going need for such a leave (including a physician's exam); rescind approval of a leave prior to its conclusion; and establish limits and conditions as necessary for employees returning from leaves.

(B) Types of Unpaid Leaves

(1) Short-term (10 or less calendar days within any fiscal year)

(2) Long-term (more than 10 calendar days but no more than 12 months)

(C) General Conditions Governing Unpaid Leaves

(1) Requests for unpaid leaves from work must be presented, in advance, in writing, to the attention of the supervisor of record, specifying the purpose and expected duration of the leave.

(2) College-paid employment benefits will be continued for the duration of a short-term unpaid leave of absence. College-paid employment benefits will be discontinued for the duration of a long-term unpaid leave but medical, dental, vision, life and long-term disability insurance benefits may be continued at the group rate (plus two percent administrative cost) at the employee's expense.

(3) Employment while on a leave from work will be cause for termination unless specifically approved by the Vice President for Human Resources and Organizational Development.

(4) Failure to return to work at the end of an approved leave will be considered a resignation.

- (5) The employee must be in satisfactory condition, physically and mentally, to resume his/her duties. At the conclusion of the leave, the employee will return to the former position, or to another position (possibly in a different department or shift) in the same classification, unless the former position has been eliminated.
- (6) Service credit for staff employee seniority and salary advancement will not continue to accrue during a long-term unpaid leave of absence.

Replaces: 3/6/03

Effective: 03/06/2003

CERTIFIED ELECTRONICALLY

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Certification

03/13/2015

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Date

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