OTHER TYPES OF LEAVE WITHOUT PAY

Leave without pay may be granted to a full-time or permanent part-time employee for parental leave or educational purposes which will better equip the employee for the performance of assigned duties and responsibilities; to do special work for the federal government and in cases of emergency or when the state is to profit by the experience gained or the work performed; for vacation purposes; or for other reasons deemed justified by the President. A person with a negative leave balance must settle the account before going on leave without pay (LWOP).

1. Maximum Amount - Leave without pay normally shall not exceed six months, but may be extended based on individual circumstances. The President should agree upon any leave longer than twelve months.

2. Employee Responsibility - The employee shall submit a written request with an accompanying Application for Leave Form to the supervisor for leave without pay. The employee is obligated to return to duty within or at the end of the time granted. If the employee cannot return to work, the College should be notified immediately. Failure to report at the expiration of a leave of absence, unless an extension has been requested, may be considered a resignation.

3. College Responsibility - The decision to grant leave without pay is an administrative one for which the President must assume full responsibility. Factors to be considered are needs of the employee requesting leave, workload, need for filling employee's job, chances of employee returning to duty, and the obligation of the College to reinstate the employee to a position of like status and pay. IT IS THE RESPONSIBILITY OF THE COLLEGE TO ADMINISTER LEAVE WITHOUT PAY IN A MANNER THAT IS EQUITABLE TO ALL OF ITS EMPLOYEES. Reinstatement to the same position or one of like seniority, status and pay must be made upon the employee's return to work unless other arrangements are agreed to in writing or unless the employee is on leave without pay as a result of a reduction-in-force. If it is necessary to fill a position vacant by leave without pay, the position may be filled with a temporary or time-limited permanent appointment, whichever is appropriate.

4. Retention of Benefits

   a) The employee shall retain all accumulated sick leave, retirement status, and time earned toward the next annual salary increase. Eligibility to earn leave and to earn time toward salary increase ceases on the date leave without pay for education purposes begins, and while drawing workers' compensation.
b) Accumulated annual leave may be exhausted before going on leave without pay, or the employee may choose to retain part or all of accumulated annual leave. **All** annual leave must be exhausted before going on leave without pay for vacation purposes. If an employee requests leave for personal reasons for a period not to exceed 10 workdays, annual leave must be used if available. The President must approve exceptions to this rule. If the leave is for a period longer than 10 workdays, the employee may choose to use annual leave or retain it for future use. If leave without pay extends through December 31, any annual leave accumulation above 240 hours shall be converted to sick leave. When exhausting leave, the employee continues to earn leave, is eligible to take sick leave, is entitled to holidays and is eligible for salary increases during that period. General provisions are included under the heading "Annual Leave". If the employee does not return to work following leave without pay, the employee shall be paid for any accumulated annual leave at the time of separation. While on leave without pay, the employee may continue coverage under the state's health insurance program by paying the full premium cost (no contribution by the state).

5. **Longevity Date** - An employee’s longevity date will be delayed one month for each month the employee is on leave without pay for over half the workdays in a month. In cases of military leave without pay, educational leave, and while drawing workers' compensation, the longevity date does not change.

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