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**SUBJECT: LEAVE WITHOUT PAY (STAFF EMPLOYEES)**

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1.0 DEFINITION

- 1.1. Qualified employees may be granted continuous leave of absence without pay if their written application is approved by the President. Leave without pay shall not be granted unless there is a positive expectancy that the employee will return to work at the expiration of such leave and that the leave will not diminish the College's effectiveness over a prolonged period of time. A leave without pay normally will not exceed six (6) months. Extensions beyond six (6) months must be approved by the College President.

2.0 POLICY

- 2.1. Leave may be granted for the following:
- 2.1.1. Medical leave for temporary disability or incapacity to perform duties, including maternity leave, provided that available sick leave, annual leave and personal leave is exhausted and the necessity for the absence from duty is attested to by a registered medical practitioner. Leave without pay may be coordinated with FMLA Leave. (See also requirements for FMLA approved leave in **Policy # 13.3.11 Family Medical Leave Act**)
  - 2.1.2. Education leaves to pursue a course of study that will increase the value of service to the College upon return to duty.
  - 2.1.3. Emergency service leave to perform technical or specialized service for the State, the United States, or other approved agencies, during a period of emergency.
  - 2.1.4. Emergency military leave for the period of active service provided substantial evidence for such services from proper military authority is submitted to the Human Resource Office in advance.
  - 2.1.5. Furlough when unusual personal circumstances so warrant, when all personal leave and vacation leave have been exhausted, and when such grant of leave is consistent with the requirements of effective departmental operations.
- 2.2. Any accumulated annual leave shall first be taken before leave without pay begins.
- 2.3. Employees in a leave-without-pay status shall not accrue annual or sick leave or be eligible for other benefits except as provided under FMLA.
- 2.4. If an employee is granted leave and fails to return to duty at the termination of the leave, his employment shall be terminated.

- 2.5. Employees on Leave With-Out-Pay status under FMLA or other certified medical reasons will continue to participate in the College health and accident programs for the duration of FMLA or Faculty Extended Illness limits (Policy # 13.3.12), or to a maximum of six (6) months. Thereafter, employees should apply for long-term disability or for COBRA.
- 2.6. All absences from duty not covered under Policy # 13.3.8 Special Leave with Pay or one of the other policies governing leave will result in an employee having salary deducted from his/her pay.