

Other Unpaid Leave

Requests for an unpaid leave not covered by the Family and Medical Leave Act of 1993 are not subject to automatic approval by the College. The individual circumstances of the employee (years of service, past record of absences, job responsibilities, etc.) plus the needs of the office/department must be carefully considered. Leaves should be applied for at least one week in advance by contacting the office/department supervisor. Such approvals are necessary since replacement personnel may be necessary.

Presidential Senior Staff approval may be required if deemed necessary by the Human Resources Office. Leaves beyond 20 work days are considered to be exceptional and will normally not be approved. Approved leaves will carry no salary but normal health, life, and disability insurance will be continued for those employees with a minimum of three years of service to the College.

If an employee is denied a leave of absence (and elects to leave anyway) or the time of the approved leave elapses without returning to work on the same basis as before the leave was granted, the employee shall be considered to have vacated his/her job with the College. Replacement personnel will then be hired to fill the vacancy. Should the individual desire re-employment with the College at a future date, the College will give consideration on the basis of his/her qualifications for any openings that might exist.