

**Section:** Leave of Absence

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**Sponsoring Unit/Department:** Employee Service Center

## Leave of Absence

Leave of absence is defined as an excused absence without pay granted for up to a period of one year to full-time employees to retain continuity of employment if such approval does not conflict with the business needs of the College. Leaves of absence of more than fourteen days require completion of a Leave of Absence Agreement.

In some circumstances, Leaves of Absence of less than one contract year may be handled through a reduced contract or shortened work arrangement.

Examples of circumstances that might qualify for a leave of absence may include:

- Professional development
- Professional growth
- Military Service
- Personal, including health-related condition and birth/adoption of a child
- Extraordinary emergency circumstances

### Requests and Approvals

Any unpaid leave of absence requires prior approval by the supervisor in consultation with Human Resources and the Employee Service Center. A leave of absence affects an employee's service time and seniority. A request for a leave of absence shall be made in writing. Requests must include the basis for the leave and start and end dates.

### Extension of Leaves

In the event of unforeseen circumstances, an employee may request an extension from their supervisor prior to their scheduled date of return.