

Policy Type: Support Staff

Policy Title: Leaves of Absence

Who Does This Policy Affect: All Support Staff

Purpose: The purpose of this policy is to define how leaves of absence are administered.

Policy Statement:

A. Eligibility

Support Staff personnel may be granted an unpaid leave of absence for the following reasons: education, family medical leave, military service and personal, or for other reasons approved by the Vice President of Administration.

All requests for leaves of absence should be in writing and submitted through the employee's immediate supervisor to the Director of Human Resources. Such a request should include the reason for requesting an unpaid leave of absence, the date (or estimated date as in the case of births) that the leave will begin and a projected date for returning to work.

Accrued vacation days may be used for any leave. Use of sick days is specific for each type of leave.

B. Types

1. Educational Leave

An educational leave may be granted for a period not to exceed 12 months.

Eligibility for an educational leave will be at the discretion of the District. To be eligible, the Staff member must be a regular full-time employee. In determining eligibility, the College will review the supervisor's recommendation, the employee's work record, the employee's length of service, leave(s) previously granted, and the reason the leave is being requested. Final approval must be granted by the Vice President of Administration.

Sick leave is not available for this type of leave.

2. Personal Leave

An unpaid personal leave may be granted by the District for reasonable cause. The maximum leave of absence shall not exceed one (1) month.

Eligibility for a personal leave will be at the discretion of the District. To be eligible, the Support Staff member must be a regular full-time employee. In determining eligibility,

the College will review the supervisor's recommendation, the employee's work record, the employee's length of service, leave(s) previously granted, and the reason the leave is being requested. 6 Final approval must be granted by the Vice President of Administration.

Sick leave is not available for this type of leave. Also, no leave shall be granted to accept other employment.

3. Military Service Leave

Any employee of the College who is inducted into the U.S. Armed Forces or is a reserve member of the U.S. Armed Forces or state militia groups will be granted an unpaid leave of absence for military training or other obligations in compliance with state and federal laws. Accrued vacation may be used, if the employee elects to do so.

The employee must notify their immediate supervisor that he/she is to perform military service, unless military necessity or other conditions make it impossible for the employee to provide such notice. At the conclusion of the leave, the employee generally has the right to return to the same position held prior to the leave or to a position with equivalent pay and benefits. The employee must report for work within the time specified by federal law after completing service. An employee on military leave may elect to continue the group health insurance coverage under the same terms and conditions for a period not to exceed thirty-one (31) days from the date the military leave of absence begins. After the initial thirty-one (31) day period, the employee and covered dependents may continue group health insurance up to twenty-four (24) months, paying the monthly premium.

Please refer to the section under the Family Medical Leave Act for other provisions that may apply to a leave for military service.

It is not the policy of Monroe County Community College to request military deferment for any member of the College.

C. Return from Leave

The employee shall notify their immediate supervisor in writing of their intent to return or not to return to work. The Vice President of Administration shall also be notified. Unless other arrangements have been made with the employee's immediate supervisor and the Director of Human Resources, the deadline for such notification shall be at least three (3) weeks prior to the expiration date of his/her leave.

At the expiration of the leave of absence, the employee shall be reinstated in the same position he/she held at the time the leave began, providing that position still exists. Any sick or vacation days that the employee had in his/her bank at the start of the unpaid leave of absence, less any sick or vacation days that may have been used during the leave, shall be carried forward and credited to the employee upon his/her return. On return from a leave greater than seven (7) months duration, an employee will not be granted a step advancement in the following

advancement period. Exceptions to this provision may apply if business circumstances have changed (e.g., if the employee's position is no longer available due to a job elimination).

Whenever the circumstances under which a leave is granted are altered, the employee should notify their immediate supervisor at which time the leave may be re-evaluated and subject to the approval of the Vice President of Administration.

Failure to return to work on the expiration date of the leave or failure to notify as specified above shall be regarded as an employee's resignation.

Return from a military leave may have specific requirements as required by law.