



## PERSONAL LEAVE OF ABSENCE PROCEDURE

**Policy Number: 4.3107**  
**Subject Area: Personnel**  
**Adopted: 01/01/1999**  
**Revised: 01/01/1999**

Full time and 30-hour employees with at least three (3) years of consecutive full-time or 30-hour service to the College, may request a personal leave of absence for a period not to exceed one (1) calendar year. Such leaves may be granted for travel, professional study, parenting, extended illness of the employee or immediate family, or other personal reasons.

Employees covered by a collective bargaining agreement should follow procedures outlined in the agreement to request leave. Employees not covered by a collective bargaining agreement should submit a letter of request to their supervisor, Dean or Vice President. The form should be routed to the President's Office with recommendation of approval/disapproval. The request should clearly indicate the length of leave requested as well as reason for the request. Leave requests are subject to approval by the President and Board of Trustees.

When possible, the leave should be planned in advance so that the department can determine a plan to cover the absence. Time spent on a personal leave of absence will not constitute a break in service but is not included in calculation for seniority, vacation, personal leave and sick leave.

Employees may arrange for continuation of their group health and life insurance at their own expense prior to departure by paying the full cost of this coverage or by arranging for a payment plan.

Any leave granted for parenting or extended illness of the employee or the employee's immediate family shall run concurrent with leave pursuant to the Family and Medical Leave Act for eligible employees.

At any time during the approved leave of absence, the employee may request to return to employment. The request should be submitted to the College President at least thirty (30) days prior to returning. Failure to provide at least thirty (30) days' notice prior to the expiration of the leave of the employee's intention to return to duty may be considered abandonment of the employee's position of employment with the College.

Approval History: Replacement for Personal Leave of Absence Procedure 2.3106P Approved 1/1/1999