



## **PERSONAL LEAVE OF ABSENCE POLICY**

**Policy Number: 4.3107**  
**Subject Area: Personnel**  
**Adopted: 09/24/2018**  
**Revised: 09/24/2018**

A personal leave of absence without pay for a period not to exceed one (1) calendar year may be granted to a full-time or 30-hour employee with at least three (3) years of consecutive full-time or 30-hour service to the College for reasons which are deemed acceptable by the College President. Such leaves may be granted for travel, professional study, parenting, extended illness of the employee or immediate family, or other personal reason. Leaves are subject to approval by the Board of Trustees. At the end of such leave, the employee shall give at least thirty (30) days' notice of intention to return to duty with the College. Failure to provide at least thirty (30) days' notice of intention to return to duty may be considered abandonment of the employee's position of employment with the College.

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 making payment arrangements.

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

Approval History: Replacement Personal Leave of Absence 2.3106 Approved 09/24/2018