2422 – General Leave of Absence

The President may grant a General Leave of Absence if, in the opinion of the College, such leave would serve the best interest of the College or is required by law and the employee has already utilized all other accrued leave for which he/she may be eligible. Please note that this does not include Sabbatical Leave requests. Refer to the Sabbatical Leave procedure for professional leave requests.

A General Leave of Absence may be granted for active military service and extenuating individual circumstances approved by the President. Likewise, it shall be at the President's discretion whether to approve the General Leave of Absence with pay or without pay, depending upon individual situations.

General Leaves of Absence shall be considered on no greater than a 3-month basis and no General Leave of Absence, except military leave, may be granted for a cumulative period greater than one year. An employee granted a General Leave of Absence will be reinstated to the same, or similar, position at the expiration of the leave, provided that the employee is capable and able, physically and mentally, to resume his/her duties. Failure to return to work at the end of an approved leave will be considered to be a resignation.

Employment while on leave will be cause for termination, unless specifically approved by the President. In accordance with individual insurance provider policies, during General Leaves of Absence, an employee may be able to continue College benefits by paying premiums to either the Office of Human Resources or the applicable benefit provider. The College may continue to pay the employee's single health insurance premium under the College's health plan for up to 3 months for qualifying circumstances as determined by the President.

Holidays, Vacation Leave, Personal Leave and Sick Leave will not accrue during an unpaid General Leave of Absence.

The General Leave of Absence Request Form must be completed in order to apply for a General Leave of Absence. All requests for General Leaves of Absence shall be submitted through the employee's supervisor, to be presented to the President, who will work collaboratively with the Director of Human Resources to determine the appropriate leave category to fit the unique circumstances.

Contact(s):

Director of Human Resources

Related Form(s): General Leave of Absence Request Form

Relevant Policy or Procedure(s): 1410 – Employee Leave; 2426-Sabbatical Leave

Approved by: President

Date: 11/6/06

Revision(s): 1/14/08; 8/17/16 (minor revision); 8/29/19 (minor revision); 3/25/20 (temporary minor revision); 4/14/20 (minor revision)