



ADMINISTRATIVE PROCEDURE

**ADMINISTRATIVE PROCEDURE NO: AP 318.10
RELATED TO POLICY NO. 318.10**

TITLE: UNPAID LEAVE OF ABSENCE

During any leave of absence which shall exceed one month in duration the employee on leave shall not accrue any benefits; however, arrangements may be made by the employee with the college for the employee to assume the costs of the group insurance benefits available to active employees, if approved by the insurance carrier, for the duration of such leave.

Upon the employee's actual return to employment, the employee shall:

- Be reinstated at the same salary schedule placement which the employee occupied at the time the leave was granted, provided, however, an employee may be advanced to an appropriate level and step after having attained advanced professional growth status. An employee returning from leave shall not, however, have any right to reinstatement if the instructional program in which the employee was employed at the time of commencement of the leave is at the time of return no longer a viable program.
- Be credited with the number of sick leave days belonging to the employee at the time of commencement of the leave.
- Retain the same seniority status as possessed at the time of the commencement of the leave; (time spent on leave of absence shall not count toward the attainment of any form of seniority, or benefit dependent on employee's longevity, or continuing contract status).

If a leave of absence has been granted to participate in a professional work program, an exchange program, or a professional study program, the employee, upon return to college employment, will be required to submit a report to the immediate supervisor to be shared, where deemed beneficial, with other college employees.

In all instances of leaves of 90 days or more, the employee on leave shall, no less than 30 days prior to the scheduled end of leave, notify the college in writing that the employee intends to return to college employment at the end of the said leave. All extensions or renewals of leaves shall be applied for in writing. Approval or denial shall also be in writing.

Failure of an employee upon leave of 90 days or more to give the advance notice of intention to return within the time specified herein may be treated by the college as that employee's

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resignation. Failure of any employee to report for duty at the end of such leave shall be deemed the resignation of that employee.

DATE OF ADOPTION:

DATE(S) OF REVISION(S): 05/11/11

DATE OF LAST REVIEW: