

# **NORTHEAST COMMUNITY COLLEGE**

## **ADMINISTRATIVE PROCEDURE NUMBER: AP-7410.5**

### **FOR POLICY NUMBER: BP – 7410**

#### **LEAVE OF ABSENCE**

##### **1. PROCEDURE SUMMARY STATEMENT**

To establish protocol for employee leave of absence.

##### **2. DEFINITIONS**

2.1 Leave of Absence – a period of time that one must be away from one's primary job, while maintaining the status of employee.

##### **3. PROCEDURE**

###### 3.1 Leave of Absence Without Pay

3.1.1 Leave of absence without pay may be granted upon approval of the immediate supervisor, appropriate Vice President, and the Associate Vice President of Human Resources.

3.1.2 Approval of a leave of absence without pay is contingent upon sufficient resources available to meet the needs of the College during the leave of absence.

3.1.3 Employees on an approved leave of absence without pay shall not accrue sick leave or annual leave.

3.1.4 Employees on an approved leave of absence shall not be paid for legal holidays.

3.1.5 The employee will be eligible for all applicable fringe benefits to include life insurance, disability insurance, health and dental insurance during the leave of absence. Cash-in-lieu of insurance will continue to be available. The employee is responsible to remit employee paid premiums on a monthly basis.

3.1.6 Salary upon the employee's return, will reflect all changes granted to the individual's employee classification during the approved leave.

###### 3.2 Leave of Absence for Professional Development

3.2.1 Any full-time employee may be given leave of absence without pay for the express purpose of vocational upgrading and/or advanced study.

3.2.2 The following guidelines will be used to determine leave of absence for professional development:

- 3.2.2.1 The applicant must have been employed by Northeast for three (3) consecutive years and have worked full-time and/or been eligible for benefits during that period.
- 3.2.2.2 Arrangements for coverage of the applicant's work assignment (including a suitable replacement if needed) will be analyzed prior to approval by the applicant's supervisor. Approval for the leave will be based upon rationale and purpose.
- 3.2.2.3 The normal deadline for completed and approved applications to be presented to the Human Resource Office will be April 1 for the following fiscal year for presentation to the Board of Governors. The Associate Vice President of Human Resources will present the application to the Board of Governors through the President. Exceptions to the normal deadline will be at the discretion of the President.
- 3.2.2.4 The length of leave may not exceed one year.
- 3.2.2.5 No more than two (2) percent of college employees may be gone for professional development leave at one time.
- 3.2.2.6 All applications for leave must be coordinated and sanctioned by the Associate Vice President of Human Resources, approved by the supervisor, the appropriate Vice President, and the President prior to submission to the Board of Governors for ratification.

3.2.3 The following considerations will be associated with a granted leave of absence for professional growth:

- 3.2.3.1 The applicant will guarantee the College service two (2) times the length of the leave of absence. Should an applicant not meet this requirement, they would be responsible for reimbursement to the College of the paid benefits on a pro-rated basis.
- 3.2.3.2 The applicant will be guaranteed a similar position upon return.
- 3.2.3.3 Employees on an approved leave of absence for professional growth shall not accrue sick or annual leave.
- 3.2.3.4 The applicant will be eligible for all applicable fringe benefits, to include life insurance, disability insurance, and health and dental insurance during the leave of absence for professional growth. Cash in-lieu of insurance will continue to be available. The applicant is responsible to remit employee paid premiums on a monthly basis.

- 3.2.3.5 Salary, upon the applicant's return, will reflect all changes granted to individual's employee classification during the approved leave.
- 3.2.3.6 Applicant must provide verification or the appropriate earned credentials to the Associate Vice President of Human Resources supporting the leave upon return to the College.

#### 4. APPLICABILITY

N/A

**ISSUE DATE:** 12/18/2018

**EFFECTIVE DATE:** 12/18/2018

**REVISION DATE(S):** 12/18/2018

**PRIOR POLICY/PROCEDURE NUMBER:** 4165; AP-7481.0

**SCHEDULE FOR REVIEW:** 2023

**DIVISIONS/DEPARTMENT RESPONSIBLE FOR REVIEW & UPDATE:** Human Resources

**SPONSORING DIVISION/DEPARTMENT:** Human Resources

**RELATED PROCEDURES/REFERENCES:** AP-7410.0; AP-7410.1; AP-7410.2; AP-7410.3; AP-7410.4; AP-7410.6; AP-7410.7; AP-7410.8; AP-7410.9

**PROCEDURE KEY WORDS:** unpaid leave; leave without pay; leave of absence