



Procedure 410-12 Extended Personal Leave Without Pay

Sponsor: Human Resources

Purpose

The purpose of extended personal leave without pay is to recognize that events may occur (such as medical or personal issues) which require the extended absence of an employee when existing leave procedures are not available or are inappropriate. In these instances, extended personal leave without pay may be used by the employee with appropriate prior approval.

Definitions

None

Procedure

Eligibility

Eligible employees are full-time benefit eligible employees working 30 or more hours per week. Part-time employees working less than 30 hours per week, temporary, or probationary employees are not eligible.

An employee must have at least one year of full-time service with the College to be eligible for an extended leave without pay.

Scope of Benefit

Eligible employees may apply for extended personal leave without pay for up to a maximum of six months. The minimum length of time for an extended personal leave is 11 workdays. One-time exceptions may be made by the President on a case-by-case basis. The employee must submit a written request to the supervisor who will make a recommendation and then forward it to Human Resources who will also provide a recommendation and then forward the request and both recommendations to the President who will make the final decision.

The College cannot guarantee that an employee on extended personal leave shall return to the same or a similar position if position restoration is not required under an applicable Federal or State of Arizona law.

Notification Approval Requirements

The employee shall submit a Leave Request with a written justification to the supervisor at least 30 days in advance of the requested leave time unless circumstances make it clearly impractical to do so. The justification shall explain the reason for the leave of absence, how the duties will be covered during the absence, and the impact the leave will have on the department.

Extended personal leave may be granted when the operations of the department can be maintained to satisfy individual requests. The approval of such leave shall largely depend upon the circumstances, specialization or critical nature of the employee's position as well as the practicality of replacing the employee.

The request for extended personal leave must be submitted to the Executive Director of Human Resources and supported by the recommendation(s) of the appropriate supervisor(s). The Executive Director of Human Resources will review the request, make a recommendation, and then submit the request to the President for final approval. Upon approval, the Executive Director of Human Resources will notify the employee and appropriate supervisor(s).

General Provisions

The employee must provide Human Resources written notification of intent to return to work a minimum of two weeks prior to the intended return.

Failure to notify the College, or failure to return to work as agreed, will be considered abandonment of the position and cause for dismissal from the College.

Benefits such as paid holidays, vacation, sick leave, etc., do not accrue during an extended personal leave without pay.

Refund of retirement contributions will be made only at the time the employee terminates his/her employment with the College. Service credits do not accrue during any period of unpaid leave, but shall commence upon the employee's return to work.

Employee and dependent tuition waivers are not applicable during an extended personal leave without pay. Waivers in effect at the beginning of the leave will remain in effect.

An employee on an extended personal leave without pay may continue in the group insurance plans through applicable COBRA provisions.

References

None

Procedure History

10/1998	Revised
07/01/2001	Revised
12/09/2009	Revised and Approved by College Council

Legal Review

None