I. Purpose/Introduction/Rationale
It is the policy of the College to grant faculty and regular full and part-time staff a personal leave of absence without pay where it is deemed by the College to be in the best interests of both the College and the faculty/staff member.

II. Definition
This policy applies to all faculty and regular full and part-time staff members who work at least 1,000 hours yearly and have completed one year of service in the year preceding the leave, measured from the date the leave commences.

III. Procedure or Application
A. Family medical leave act (FMLA): Leaves granted under this policy will run concurrently with a leave under the FMLA, if the qualifying event under this policy also qualifies under the FMLA leave (HR7165).

B. Duration
1. Employees are entitled to leave under this policy for up to four (4) months per year measured backward over the prior year from the date in which the leave commences, and is consistent with the FMLA leave policy.
2. Paid Time Off (PTO) accrued in the staff member's account may be used to offset the duration of requested leave.

Example: Employee requests 2 months' personal leave and has accumulated 75 hours of PTO time in account. If leave is approved, employee would receive a personal leave comprised of 2 weeks PTO 6 weeks leave (unpaid). PTO will not be counted towards the time under the FMLA Leave.

C. Benefit
1. Personal Leave not offset by PTO is taken on a non-pay status. Benefits will be administered in the following manner:
   a. Medical, Dental, Vision, and Voluntary Life plans - Coverage for your insurance plans may be continued during the length of your leave of absence. The member will be responsible for paying the full cost of the premium without any contribution by the College. Premium remittances are to be made on a monthly basis through the Office of the Bursar. Employees who fail to remit their premiums or who elect to discontinue their coverage during this time will have their insurance canceled. Upon return to active employment, re-application to the Voluntary Life insurance carrier may be necessary along with completion of the Evidence of
D. Approval
   1. In general, Leaves of Absence are considered a privilege and in no event granted automatically. In determining whether or not to grant a leave, the supervisor must weigh the wishes of the employee versus the workload of the department and the hardship to the department which may ensue if such leave were granted. This leave cannot be used in conjunction with any other leave at the College. Therefore, if you have been on Child Care Leave, then you cannot request Personal Leave to extend your leave.

E. Return to work
   1. Faculty/staff members should make a written request, whenever possible, of at least five (5) working days prior to the requested date of return or leave expiration date.
   2. Faculty/staff members who fail to return to their job at the expiration of the leave will be considered to have severed their employment with the College as a voluntary quit.

F. Administration
   1. Staff who wish to take a Leave of Absence will complete a "Request for Leave" form and forward to their supervisor for recommendation to be made to the Department Head and/or appropriate Dean and Vice President.
   2. The supervisor will approve or disapprove the leave noting the reasons for the decision.
   3. The form will be forwarded to the Human Resource Department who will notify the Payroll Department if a request for Leave of Absence has been approved.

IV. Related Policies or Applicable Publications
   See Family Medical Leave Policy, Paid Time Off (PTO) Policy

V. Appendices/Supplemental Materials
   See Leave Request Form

VI. Rationale for Revision
   N/A