

COLUMBUS STATE COMMUNITY COLLEGE
POLICY AND PROCEDURES MANUAL

LEAVE OF ABSENCE
Procedure No. 3-13 (E)
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Effective August 21, 2000

(1) Requests for leave of absence must be in writing and state the reason for which the leave is requested. The length of the requested leave and a statement that the employee does, in fact, intend to return to regular employment status with the college at the end of the leave of absence must also be included in the request.

(2) Reasons for and conditions pertaining to a leave of absence include:

- (a) **Illness or Disability** – An employee may request a leave of absence for his or her own illness or disability or the illness or disability of an immediate family member. Such leave may be granted for no more than one year (including any time taken pursuant to the Sick Leave or Family and Medical Leave policies for the illness or disability).

Request for Leave: A request for such a leave must be accompanied by a statement from a health care provider certifying the basis for leave (or for additional leave if it is an extension of FML) and that the length of time requested is reasonably necessary given the medical condition.

Reinstatement: Before the employee can be reinstated, he or she must submit to the Human Resources Department a health care provider's statement, certifying that the employee has been examined and is able to resume the essential functions of his or her job. In addition, the Human Resources Department may request that the employee be examined by a physician appointed by the college.

- (b) **Professional Development** – Professional development may include but is not limited to academic study, educational fellowship, and employment in a related business, industry, or profession. Approval of such leave requires the recommendation of the employee's immediate administrator and concurrence of all other administrators in the organizational chain. A request for a leave of absence for professional development, including academic or practical experiences, shall include an outline of the program of development to be pursued. An approved leave of absence without pay or fringe benefits for professional development shall be granted for no longer than one year. A leave of absence for a fraction of any academic quarter will be granted to an employee with instructional responsibilities only with the approval of the department administrator to ensure that instruction is not disrupted. In order to maintain the quality

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- of service at the college, an administrator may limit the number of concurrent leaves of absence for that department.
- (c) **Faculty Exchange/Visitation Program** – A request for a leave of absence to participate in an approved faculty exchange or visitation program may be granted on request for not more than one year. The request must be approved by the faculty member's administrator, dean, and the provost. Terms of compensation and benefits will be designated by the President at the time the leave of absence is granted. If the employee involved in the faculty exchange program receives regular full-time compensation from the college visited, the employee will earn one year's service credit at the college.
- (d) **Personal Needs** – A leave of absence for personal reasons may be requested and approved for a period not to exceed one year.
- (3) Leaves of absence shall be classified as either short-term or long-term. Both require the approval of the employee's immediate administrator.
- (a) **Short-term leave of absence** shall be for a period of 30 calendar days or less and shall be requested in writing. Credit for service accumulation, salary calculation, promotional consideration, and payment of benefit premiums by the college will not be affected. The employee on unpaid leave of absence may elect to continue receiving fringe benefits by paying the employee's portions of this premium, except as may be provided elsewhere in this procedure or as may be restricted by the benefit carrier.
- (b) **Long-term leave of absence** shall be for a period of more than 30 calendar days and shall be requested in writing. Credit for service accumulation, salary calculation, sick leave, personal leave, vacation leave, and promotional consideration will not be accrued. The employee on unpaid leave of absence may elect to continue receiving fringe benefits by paying both the College's and employee's portions of this premium, except as may be provided elsewhere in this procedure or as may be restricted by the benefit carrier.
- (i) Amendments to an approved long-term leave of absence must be requested in writing. Amendments require approval by the employee's immediate

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administrator and the concurrence of the next-level administrator in the organizational chain.

- (ii) Upon completion of not more than three-fourths of the approved long-term leave of absence, the employee on leave will notify the Human Resources Department of his/her intention to return to employment with the college. Failure to make such notification could delay reinstatement or result in the employee's not being reinstated.
- (4) Factors: For all leaves of absence, the factors to be considered in determining whether to grant or deny the leave of absence will include, but will not be limited to, the following:
- (a) whether the work unit can function effectively without the employee for the time of leave requested;
 - (b) whether the employee's work can effectively be accomplished in his or her absence by someone else within the work unit;
 - (c) whether the employee's work can effectively be accomplished by the short-term hire of another employee;
 - (d) the availability of other employees or potential employees with similar skills and experience necessary to accomplish the employee's work;
 - (e) whether denial of the leave serves the best interests of the work unit or the college; or
 - (f) ability of the college to reinstate the employee at the conclusion of the requested leave to his or her original job or another job at a similar level of responsibility.
- (5) Failure to return from a leave of absence on the scheduled date of leave termination, or failure of the employee to abide by the terms of the leave of absence, shall be just cause for discharge of the employee, effective on the day following the last day worked. Benefits eligibility, if any, shall be based on benefits due the employee on the last day worked.