

# Davis Technical College

## Leaves of Absence Without Payment Policy

Effective Date: 26 March 2015

### 1. Purpose

To outline the Davis Technical College (College) policy on leaves of absence without pay for employees. Leave without pay is intended to provide a means for the College to work with employees who have no other leave available to them, including Family/Medical Leaves of Absence (FMLA), but who need leave for personal health reasons, extended military leave, or for additional education reasons.

### 2. References

- 2.1. Davis Technical College Family Medical Leave Policy
- 2.2. Davis Technical College Sick Leave Policy
- 2.3. Davis Technical College Faculty Sabbatical Leave Policy
- 2.4. Davis Technical College Military Leave Policy

### 3. Policy

**3.1. Unpaid Leaves of Absence for Less Than One Year** - Leaves of absence for full-time (40 hours per week) salaried or benefited hourly employees may be granted for less than a full year when approved by the immediate supervisor and the College President.

**3.2. Application** - Application for leave must be submitted in writing to the immediate supervisor by the employee at least sixty (60) days prior to the expected leave date, except in circumstances involving health related emergencies or unforeseen events.

**3.3. Acceptable Purposes and Time Limitations** - The College shall consider leave of absence requests with time limitations as outlined for the following purposes:

**3.3.1.** Educational leave for an educational experience related directly to the employee's College employment assignment. Leaves of absence for educational purposes shall be limited to less than one year.

**3.3.2.** Personal health problems, verified by a doctor, that prevent the employee from performing work duties. Leaves of absence for personal health reasons shall be limited to twelve weeks or less.

**3.3.3.** Absence from work as a result of a work-related injury, in which the Workers Compensation Fund will reimburse the employee for lost wages.

**3.3.4.** Unpaid leave time may be granted for extended Military Leave time beyond the paid leave granted, as defined in the Military Leave policy.

**3.3.5.** Unpaid leave requests which do not qualify as described above will be denied. Employees who are unable to meet the attendance requirements of the position may be terminated from employment.

**3.4. Use of Other Forms of Leave** - Leave of absence without pay may be considered only after all other forms of leave available to the employee have been exhausted. For leaves of absence without pay related to educational leave, this includes, but is not limited to, vacation leave. For leaves of absence without pay for personal health problems, this includes, but is not limited to, sick leave, vacation leave, and family medical leave.

**3.5. Reassignment on Return** - Employees who request in writing to return to work on or before the expiration of leave without pay, shall be given consideration for an assignment within their area of qualification, provided the same or comparable level of duties can be performed with or without reasonable accommodation. The College will make a good faith effort, subject to availability of funds and vacant positions, to reinstate the employee in the same position or a position of comparable status, compensation, and employment rights. The College cannot, however, assure that an employee requesting to returning to work after leave without pay will be reinstated.

**3.6. Insurance Benefits** - Employees on approved leave without pay may make special arrangements with the Human Resource Office to continue their insurance if they desire. It is the employee's responsibility to make arrangements prior to the leave and to pay for the total premiums, including the College's portion, if continued coverage is desired.

**3.7. Leave Benefits Retained** - Longevity for purposes of accruing vacation time and sick time is not lost during the period of a leave without pay. However, vacation and sick benefits do not accrue during the leave without pay. Holidays which occur while the employee is on unpaid leave are not paid.

#### **4. Approval and Notes**

Revised Board Approval: 26 March 2015

Revised President's Council Approval: 16 March 2015

Revised Board Approval: 28 February 2013

Board Approval: 22 April 2004