

3357:13-16-77: Extended Leave of Absence without Compensation Policy

- (A) Employees requesting an extended leave of absence must first complete and submit a Request for Extended Leave of Absence and a written statement as to the purpose of the leave to their supervisor prior to the start of the leave. The request will be reviewed and must be approved by the supervisor, Director of Human Resources and President. Approval is only for the reason stated in the request and any change will require the submission of another request and approval.
- (B) Upon receipt of the appropriate approvals, a leave will be granted for up to twelve (12) months if for an educational leave or professional development leave, or for not more than ninety (90) calendar days for other personal reasons when the service of the employee is not immediately required and others are available who are capable of performing the work, as determined by the College administration.
- (C) Such leaves of absence may be extended at the discretion of the President when a written request by the employee is received at least two (2) weeks prior to expiration of the leave. Failure to comply with the time limits will result in disapproval to extend the leave. Employees who do not return to work at the expiration of an extended leave of absence will be considered to have voluntarily terminated their employment at North Central State College.
- (D) Only employees with at least three (3) years of continuous employment at North Central State College may apply for extended leaves of absence without compensation. Upon expiration of the leave the employee will be returned to the same or similar available position at North Central State College.
- (E) Length of service (seniority) will continue to accumulate during an extended leave of absence; however, employment while on such leave will be cause for termination unless otherwise specifically approved in writing by the President. Accrued sick and vacation days at the time of the leave will not be lost.
- (F) No accumulation of sick leave time, vacation time, or paid holidays will occur during an extended leave of absence. However, tuition and fee waivers as approved by the Board of Trustees will continue.
- (G) Employees on an extended leave of absence must make arrangements for payment of all premiums for insurance coverage (i.e. COBRA insurance coverage) with the Human Resources Office prior to leave if they wish to maintain insurance coverage.
- (H) If the employee elects to return to work prior to the expiration of the leave, the individual must notify his/her supervisor(s) in writing not less than sixty (60) calendar days prior to the date of intended return. The right to return to work early is subject to availability of work in the individual job classification and employing unit. No obligation rests with the College for returning an employee to work prior to expiration of the leave. (I) Copies of requests

for all leaves of absence and the reasons therefore must be forwarded to the Human Resources Department.

Effective: April 26, 1989

Next Review: August 1, 2024

Review Dates: 4/26/89, 10/30/06, 8/24/19

Approved by the Board of Trustees: April 26, 1989