



EL PASO COMMUNITY COLLEGE PROCEDURE

For information, contact Institutional
Effectiveness: (915) 831-6740

DEC-1 Leave of Absence Without Pay

APPROVED: April 28, 1980 **REVISED:** September 1, 1995
Year of last review: 2021
AUTHORIZING BOARD POLICY: DEC

Classification: Institutional

Vice President or Associate Vice President: Vice President of Financial and Administrative Operations

Designated Contact: Executive Director of Human Resources

OBJECTIVE: To provide guidelines for implementation of leave without pay request.

PROCEDURE:

- I. Any full-time employee may apply for a leave of absence without pay. A leave of absence means leave without pay for an entire pay period or more.
 - A. Leaves may be requested for up to one year for
 1. Medical Leave of Absence
 2. Educational Leave of Absence
 3. Personal Leave of Absence
 4. Military Leave of Absence
 - B. A second consecutive year of absence may be requested for continued graduate study.
 - C. No leave will be granted for a period that exceeds the employee's employment arrangement.
- II. The absence is not considered a break in service; however it does not count as service for salary, tenure, promotion, developmental leave or any other service related benefit.
- III. The employee on a leave of absence without pay may continue insurance benefits through the District at the employee's expense according to the rules and regulations of the Uniform Group Insurance Program. Employees on leave shall not be eligible to accrue or use other paid leave or educational benefits.
- IV. Requests and justification for a leave of absence should be directed to the supervisor.
 - A. Request for an educational leave should be made by March 1 for the Fall semester or academic year and by October 1 for the Spring semester. Request for nonstandard time frames should be made four months in advance.
 - B. Requests for other types of leaves should be made when practical. The request should be made by the supervisor for an employee when the employee is physically or mentally unable to do so.
- V. Upon approval by all appropriate administrators, the request for leave will be submitted to the Board of Trustees. The employee will be notified of the disposition of the request by the Human Resources Department
- VI. Employees on a leave of absence must notify their immediate supervisor in writing confirming their intention to return from leave according to the following schedule:

| TYPE OF LEAVE | NOTIFICATION SCHEDULE |
|-------------------|--|
| Medical Leave | Two weeks before the expiration of the leave; |
| Personal Leave | Two weeks before the expiration of the leave; |
| Educational Leave | Two months before the expiration of the leave; |
| Military Leave | A written application filed within 90 days following the date of discharge. Evidence of an honorable discharge must accompany the written application. |

- VII. Upon return from the leave, the employee will be assigned the same position or one of equal pay and responsibility as the position occupied before the leave.