

5.4.3 Other Types of Leave Without Pay

Last Revised: April 2023

Policy: Piedmont Community College (PCC) may grant leave without pay to a full-time or permanent part-time employee.

Purpose/Definitions:

Purpose

Communicate the method by which leave without pay is applied for and granted.

Definitions:

N/A

Approval Authority/Monitoring Authority: Piedmont Community College's Board of Trustees has approval authority for this policy. The Vice President, Administrative Services/CFO has monitoring authority for this policy.

Procedure:

Section 1: Circumstances for leave request

- 1.1. Leave without pay may be requested for the purpose of:
 - 1.1.1. leave in accordance with the Family Medical Leave Act
 - 1.1.2. educational purposes which will better equip the employee for the performance of assigned duties and responsibilities
 - 1.1.3. to do special work for the federal government
 - 1.1.4. in cases of emergency or when the state is to profit by the experience gained or the work performed
 - 1.1.5. for vacation purposes
 - 1.1.6. for other reasons deemed justified by the President

- 1.2. The President's approval is required for all leave without pay requests.

Section 2: Maximum Amount

- 2.1. Leave without pay normally will not exceed six months but may be extended based on individual circumstances.

Section 3: Employee Responsibility

- 3.1. The employee is responsible for submitting the leave request.
- 3.2. The employee is obligated to return to duty within or at the end of the time granted.
 - 3.2.1. If the employee cannot return to work, the employee should contact their supervisor and/or the Office of Human Resources and Organizational Development.
- 3.3. Failure to report at the expiration of a leave of absence, unless an extension has been requested, may be considered a resignation.

Section 4: College Responsibility

- 4.1. The decision to grant leave without pay is an administrative one for which the President must assume full responsibility. Factors to be considered are
 - 4.1.1. needs of the employee requesting leave
 - 4.1.2. workload
 - 4.1.3. need for filling employee's job
 - 4.1.4. chances of employee returning to duty
 - 4.1.5. obligation of the College to reinstate the employee to a position of like status and pay.
- 4.2. It is the responsibility of the College to administer leave without pay in a manner that is equitable to all of its employees.
- 4.3. Reinstatement to the same position or one of like seniority, status and pay must be made upon the employee's return to work unless other arrangements are agreed to in writing or unless the employee is on leave without pay as a result of a reduction-in-force.

- 4.3.1. If it is necessary to fill a position vacant by leave without pay, the position may be filled with a temporary appointment.

Section 5: Retention of Benefits

- 5.1. The employee will retain all accumulated sick leave, retirement status, and time earned toward the next annual salary increase.
- 5.2. Eligibility to earn time toward salary increase ceases on the date leave without pay for education purposes begins, and while drawing workers' compensation.
- 5.3. Accumulated annual leave may be exhausted before going on leave without pay, or the employee may choose to retain part or all of accumulated annual leave.
- 5.4. All annual leave must be exhausted before going on leave without pay for vacation purposes.
- 5.5. If an employee requests leave for personal reasons for a period not to exceed 10 workdays, annual leave must be used if available.
 - 5.5.1. The President may approve exceptions to this rule.
- 5.6. If the leave is for a period longer than 10 workdays, the employee may choose to use annual leave or retain it for future use for leave exceeding 10 workdays.
- 5.7. If leave without pay extends through June 30, any annual leave accumulation above 240 hours will be converted to sick leave (See PCC Policy 5.4.5 Annual Leave).
- 5.8. If the employee does not return to work following leave without pay, the employee will be paid for any accumulated annual leave at the time of separation.
- 5.9. While on leave without pay, the employee may continue coverage under the state's health insurance program by paying the full premium cost (no contribution by the state).

Section 6: Longevity Date (See Policy 5.28 Longevity Pay Plan for College Personnel)

- 6.1. An employee's longevity date will be delayed one month for each month the employee is on leave without pay for over half the workdays in a month.
 - 6.1.1. In cases of military leave without pay, educational leave, and while drawing workers' compensation, the longevity date does not change.

Section 7: Negative Leave Balance

- 7.1. A person with a negative leave balance must settle the account before going on leave without pay. (See PCC Policy 5.4.5 Annual Leave and Policy 5.4.6 Sick Leave for more information.)

Legal Citation: N/A

History: Effective October 1988; Revised August 1996, October 2001, July 2016, May 2021, April 2023

Cross-references PCC Policy 5.4.5 Annual Leave, Policy 5.4.6 Sick Leave, and Policy 5.28 Longevity Pay Plan for College Personnel