


PROCEDURE MANUAL

 ARIZONA WESTERN COLLEGE	PROCEDURE 435.3		
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	Last Revision Date:	11-27-00	
Effective Date:			
Section:	Personnel	Subject:	Leave Without Pay

PURPOSE

Arizona Western College depends on the scheduled attendance of every employee, but recognizes that events may occur which require the absence of an employee when sick leave, vacation, or nonduty days are not available and/or are inappropriate to use. Leave without pay may be used by an employee with appropriate prior approval for time to recover from an illness or disability, for education, active military service or for personal reasons.


PROCEDURE

1. Application and Approval
 - 1.1 Leave Without Pay

For a leave without pay of 10 days or less, a “Request for Leave” form must be submitted to the supervisor at least 2 weeks in advance of the requested leave time unless circumstances make it clearly impractical to do so.
 - 1.2 Extended Leave Without Pay
 - 1.2.1 For leave without pay in excess of 10 consecutive working days per fiscal year, a “Request for Leave” form must be submitted to the supervisor at least 4 weeks in advance of the requested leave time unless circumstances make it clearly impractical to do so.
 - 1.2.2 Leave without pay of 10 days or more constitutes extended leave which must be approved at the Vice President level or higher.
 - 1.2.3 Normally, an extended leave without pay will not be recommended for an employee with less than one year full-time service.
2. Benefits
 - 2.1 Benefits such as paid holidays, vacation, sick leave, etc. do not accrue during an extended leave without pay.
 - 2.2 An employee on an extended leave without pay for non-medical reasons may continue in the group insurance plans at the time of the leave by paying the premium to the College, depending on the College’s contract with the insurance carriers.
 - 2.3 An employee on an extended leave without pay for medical reasons will have the group medical insurance premiums paid by the College at the rate of one month’s premium per each year of employment for a maximum of twelve premiums.
3. Time Limit

An extended leave without pay normally will not exceed one year per occurrence, although the College reserves the right to lengthen an approved leave without pay when it is in the best interest of the College.

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4. Reemployment Privileges

An employee granted an extended leave without pay may be reinstated to the same or similar position subject to College needs.

5. Return to Work Requirements

5.1 Employees must provide written notice of intent to return before the end of their approved leave per the following schedule:

<u>Length of Leave</u>	<u>Prior Notice</u>
More than 8 months	8 weeks
More than 6 months	4 weeks
More than 3 months	3 weeks
Less than 3 months	2 weeks

5.2 When the request for extended leave without pay is for medical reasons, a physician's statement verifying the ability to return to work prior to commencing employment is necessary.

5.3 Failure to Return

If an employee fails to provide required written notice of intent to return or fails to return to work as agreed, the employee will be considered to have voluntarily resigned from the College.