

PROCEDURE MANUAL

 ARIZONA WESTERN COLLEGE	PROCEDURE 477.2		
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	Last Revision Date:	01-11-99	
Effective Date:			
Section:	Personnel	Subject:	Compulsory Leave of Absence

PURPOSE

The purpose is to outline the procedure for a compulsory leave of absence.

PROCEDURE

1. Definition

Compulsory leave of absence may be imposed when an employee is charged with a civil or criminal complaint that would be cause for termination if the employee were proved responsible or guilty.

2. Notification

- 2.1 The President of the College or, in his absence, the appropriate Vice President will give the employee written notice of the College's decision to impose a compulsory leave of absence.
- 2.2 The notice of compulsory leave of absence will either be mailed certified or served in person.
- 2.3 The notice will include the effective date and the reason(s) for the compulsory leave of absence.

3. Employment Status

- 3.1 A contractual employee on compulsory leave of absence will remain on paid leave for a period of time determined by the President or designated representative.
- 3.2 A classified employee on compulsory leave of absence will remain on unpaid leave but may use accrued vacation leave and personal leave days. The unpaid leave will remain in effect for a period of time determined by the President. Medical benefits will be maintained by the College to the same extent as if the employee were not on compulsory leave.
- 3.3 In situations where the employee is found not guilty or not responsible for the alleged wrongdoing, and in situations where the criminal charges are dismissed, the College reserves the right to pursue the matter independently (that is, the College may seek to impose discipline, nonrenewal or dismissal pursuant to the appropriate discipline, termination or nonrenewal procedure). If the College determines not to pursue the matter independently, the President or Director of Personnel may, in his/her discretion, also decide to delete all references to the accusation from the employee's personnel file. A classified employee will have vacation and/or personal leave restored or receive retroactive pay for unpaid leave.