

HIGHLAND COMMUNITY COLLEGE
CLASSIFIED PERSONNEL POLICY

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SUBJECT: Leave Without Pay

BOARD OF TRUSTEE APPROVAL: 6/12/91 EFFECTIVE DATE: 7/1/91

When accrued leave (i.e. vacation, sick) is exhausted, employees may request leave without pay. Leave without pay is not granted automatically. Requests will be evaluated based on the intensity and complexity of the employee's job and workload. Benefits such as leave accrual and paid insurance are diminished proportionately during periods of leave without pay.

Health and personal problems that result in exhaustion of paid leave and require care or attention beyond a reasonable leave without pay may result in termination of employment.

No type of leave shall be earned during periods of leave without pay that exceed one week. Employees wishing to continue insurance coverage while on leave without pay must pay the premiums directly to the College's payroll office.