

## **410-11 ABSENCE WITHOUT PAY—PROCEDURE**

### **1. PURPOSE**

The purpose of absence without pay is to permit an employee to take time off work for personal reasons or illness when the employee may not have sufficient accumulated paid time off (PTO) or in the case of full-time faculty sick leave. This procedure allows the employee to take time off without pay for specific short-term periods without jeopardizing his or her benefits.

### **2. PROCEDURE**

#### 1. Eligibility

Eligible employees are full-time employees working 30 or more hours per week, full-time one-year temporary employees and full-time faculty. Part-time employees working less than 30 hours per week, temporary, or probationary employees are not eligible.

Eligible employees whose accrued PTO or sick leave, for full-time faculty, balance is depleted, or who chooses not to use those accrued hours, are eligible to use absence without pay.

#### 2. Scope of Benefit

Absence without pay is to be used for temporary absences only, and limited to one pay period's worth of time for any single request.

If an employee requires time off in excess of one pay period's worth of time, he/she should request an Extended Personal Leave (refer to Procedure 410-12).

#### 3. Effects on Benefits

When an employee is in an absence without pay status, all benefits remain in effect; however, an employee will be required to pay the employee's portion of the benefit premiums as they apply to the situation. An employee does not accrue PTO nor do full-time faculty accrue sick leave when in an absence without pay status.

#### 4. Request for Absent Without Pay

Requests for absence without pay must be made in advance and must have the approval of the supervisor and department head. The decision of the department head is final.

### **3. BACKGROUND**

1. References: none
2. Revision history: 09/22/2010
3. Legal review: none
4. Sponsor: Human Resources

Adopted by College Council: 09/22/2010