


# PROCEDURE MANUAL

 <b>ARIZONA WESTERN COLLEGE</b>	<b>PROCEDURE 435.3</b>		
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	<b>Last Revision Date:</b>	11-12-12	
<b>Effective Date:</b>		11-27-00	
<b>Section:</b>	Human Resources	<b>Subject:</b>	Leave Without Pay

## PURPOSE

To describe the process for employees to utilize leave without pay.

## PROCEDURE

### 1. Application and Approval

#### 1.1. Leave Without Pay

Leave without pay of 10 working days or less requires a “Request for Leave” form be submitted to the supervisor at least 2 weeks prior to the requested dates unless extenuating circumstances exist.

#### 1.2. Extended Leave Without Pay

1.2.1. Leave without pay of 10 working days or more constitutes extended leave which requires Presidential approval.

1.2.2. Leave without pay in excess of 10 working days per fiscal year requires a “Request for Leave” form be submitted to the supervisor at least 4 weeks in advance of the requested leave time. The supervisor may still recommend the request in the event the timeframe is not met.

1.2.3. The supervisor will recommend the leave to the appropriate Vice President who will forward his/her recommendation to the President for approval. In the event the supervisor is a direct report of the President, the supervisor will recommend the leave to the President.

1.2.4. An extended leave without pay will not normally be recommended for an employee with less than one year full-time service.

1.2.5. The employee will sign an agreement describing the plan for the leave, including the anticipated date of return to work and consequences of not returning.

### 2. Benefits

2.1. Benefits such as paid holidays, vacation, sick leave, etc. do not accrue during leave without pay.


2.2. Dependent upon the College’s contract with the insurance carriers, an employee on extended leave without pay for non-medical reasons may continue in the group insurance plans by paying the premium to the College.

2.3. Medical insurance premiums for employees on an extended leave without pay for medical reasons will be paid by the College at the rate of one month’s premium per each year of employment, up to a maximum of twelve premiums.

### 3. Time Limit

3.1. An extended leave without pay will not normally exceed one year per occurrence. 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

- 4.1. 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 to work 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
6 - 8 months	4 weeks
3 - 6 months	3 weeks
Less than 3 months	2 weeks

- 5.2. Prior to returning to employment after a medical leave, a physician's statement verifying the ability to return to work is required.

#### 6. Failure to Return

- 6.1. 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 resigned from the College voluntarily.