

Upon the recommendation of the college President, the Board of Trustees may grant and approve a special leave of absence without pay to a full-time employee.

A special leave of absence must be substantiated by a good cause and unusual hardship cases will be considered on an individual basis.

If an employee is granted a leave of absence, he/she shall maintain previously granted experience credit (without loss of seniority, status, or appointment) but will not accrue additional credit during the leave of absence. The employee may obtain a leave of absence without salary or work credit for a period not to exceed one (1) year with Board approval.

Adopted:
Amended:
Legal Ref: