

LEAVE OF ABSENCE

Compensated

Upon advance approval of the President, an employee may be absent from duty for a limited length of time, without reduction in salary, for purposes leading to the professional growth of the individual.

Any employee who is granted compensated leave may continue participating in the College medical, life, and disability plans. Contributions will be determined as they are for an active employee.

Non-compensated

Employees may be granted a non-compensated leave of absence not to exceed one year by the President. Such leaves of absence will not be counted as breaking a continuity of employment at Temple College; however, they will not be counted toward the total years of service to the College in determination of retirement, vacation, etc.

Any employee who is granted a non-compensated leave such as Family Medical Leave or Leave without Pay may continue participation in the College medical, life, and disability plans. Coverage will be subject to the terms and conditions of each plan. Also, participation will be continued provided the employee pays the entire cost of coverage. When application is made for the leave, the Business Office will arrange for payment of the amount necessary to keep the coverage in force.

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Policy Manual Review Committee – No Changes: October 8, 2015