

Rock Valley College

RVC Board Policy 3:30.120

Special Leave of Absence for Full-Time Employees

An employee with at least 6 months of employment may apply for an unpaid leave of absence. A special leave of absence without pay and without loss of seniority, status, appointment, or accrued benefits, may be granted if recommended by the employee's supervisor and approved by the Vice President of Human Resources. A leave of absence for more than one calendar month must be approved by the President. Where applicable, the College will run an employee's leave entitlement under the *Family and Medical Leave Act* ("FMLA") concurrently with any leave granted under this Policy.

If the request for leave of absence without pay is for more than three (3) calendar months, a recommendation shall be submitted to the Board of Trustees for its approval. After a leave of absence of one calendar month, the employee (a) shall not accrue sick leave and/or vacation; (b) shall pay health and major medical insurance premiums; (c) shall pay life insurance premiums; and (d) shall not accrue other designated benefits. Insurance coverage shall be dropped if the employee elects not to pay the premium.

This Policy will be administered consistent with the College's collective bargaining agreement obligations where applicable.

Reference: Board Report 2300-A

Implemented: September 4, 1973

Revised: April 8, 2014