



## ADMINISTRATIVE PROCEDURE

**ADMINISTRATIVE PROCEDURE NO: AP318.12  
RELATED TO POLICY NO. 318.12**

**TITLE: LONG TERM LEAVE OF ABSENCE**

The following types of leaves will be considered:

- A. Sick Leave of Absence - Employees who are unable to work because of a serious health condition or disability, and who need to take beyond the coverage afforded in the college's policy on short-term absences, may be granted a long term, sick leave of absence. The college requires certification of an employee's need for sick leave, both before the leave begins and on a periodic basis thereafter, by the employee's health care provider.
- B. Parental Leave of Absence - Employees may be granted a parental leave of absence to care for a child upon birth or upon placement for adoption or foster care of a child under the age of 18 years.
- C. Family Care Leave of Absence - Employees may be granted a family care leave of absence for the purpose of caring for a child, spouse, parent or parent-in-law who has a serious health condition. The college requires certification of the family member's health condition, both before the leave begins and on a periodic basis, by the family member's health care provider. Family Medical Leave may be taken for as little as one day.
- D. Pregnancy Leave of Absence - Employees may be granted a pregnancy leave of absence on account of pregnancy, childbirth or related medical conditions for a reasonable period of time.

DATE OF ADOPTION:

DATE(S) OF REVISION(S): 06/08/11

DATE OF LAST REVIEW: