



## BOARD POLICY

### **BOARD POLICY SERIES NUMBER: 318.12**

### **TITLE: LONG TERM LEAVE OF ABSENCE**

See ACEUCC and UCCFA collective bargaining agreements.

Umpqua Community College grants employees extended leaves of absence under certain circumstances for up to 12 weeks. Except as stated below, employees will not receive compensation during a long-term leave of absence. The college will comply with the provisions of the federal and state family and medical leave laws.

Employees generally are eligible for long-term leaves of absence if they have been employed by the college for 180 days or more and have worked on average of 25 or more hours per week. The granting and duration of each leave of absence and the compensation received by the employee, if any, during the leave will be determined by the college in conjunction with applicable federal and state laws.

Employees must take all accrued sick leave, vacation, and personal leave as part of the 12-week leave. Insurance benefits (medical, dental, vision, life, and LTD) for eligible employees will continue through an employee's leave of absence. If an employee does not return after the leave, the college may recover premium costs.

Requests for leave of absence should be submitted in writing to the employee's supervisor thirty days prior to commencement of the leave period, or as soon as is practical. The department head will forward the request to the Director of Human Resources. Employees on approved leave are expected to report any change of state in their need for a leave or their intention to return to work to the Director of Human Resources.

**DATE OF ADOPTION:**

**DATE(S) OF REVISION(S):** 06/08/11 by Board

**DATE OF LAST REVIEW:**