

COLUMBUS STATE COMMUNITY COLLEGE
POLICY AND PROCEDURES MANUAL

LEAVE OF ABSENCE

Effective August 21, 2000

Policy No. 3-13

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- (A) The college recognizes that occasionally some employees may need to take a leave of absence from their jobs to deal with illness or disability not covered by sick leave and/or Family Medical Leave policy, personal needs, for professional development purposes, or to participate in a faculty exchange program.
- (B) Leave of absence is defined as an authorized, extended absence from employment for full-time employees for which regular compensation is not paid.
- (C) Employees granted a long-term leave of absence are eligible for the medical and dental insurance benefits, at their own expense, for the period of the leave of absence or as specifically stated in the terms of the approved leave of absence or as may be restricted by the insurance carrier.
- (D) Employees returning from a leave of absence who have complied with all aspects of the college's Leave of Absence Procedure No. 3-13 (E) will be reinstated in either their original job, if vacant, or another job at a similar level of responsibility.
- (E) The college shall establish procedures to administer this policy.