

COLUMBUS STATE COMMUNITY COLLEGE
POLICY AND PROCEDURES MANUAL

LEAVE OF ABSENCE

Effective March 26, 2015

Policy 3-13

Page 1 of 1

- (A) The College recognizes that occasionally some employees may need to take a leave of absence from their jobs to address 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 a pre-authorized, extended absence from employment for employees for which regular compensation is not paid.
- (C) Full-time employees granted a long-term leave of absence who are currently enrolled in the medical, vision, and/or dental plans offered by the College are eligible to continue the plans at their own expense, through COBRA, 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 benefit plan and/or by the applicable law.
- (D) Employees returning from a leave of absence who have complied with all aspects of the College's Leave of Absence Procedure 3-13 (E) will be reinstated in either their original job, if vacant, or another job within a similar classification.
- (E) The President will establish procedures for administering this policy.

Last Effective Date: August 21, 2000