

POLICIES OF THE
BOARD OF TRUSTEES

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- 1) Leave without pay may be granted under the following limited circumstances:
 - 1.1) Illness
 - 1.2) Military leave
 - 1.3) Maternity leave
 - 1.4) Other extraordinary circumstances agreed upon by the appropriate Senior-level Administrator and President.
- 2) Effects on benefits:
 - 2.1) Employees on leave without pay (excluding military leave or workmen's compensation) for more than one-half of the total workdays in any month will be responsible for paying the State Health Plan premium if they wish to continue coverage.
 - 2.2) Employees on leave without pay (excluding military leave or workmen's compensation) for more than one-half of the total workdays in any month will not earn vacation or sick leave for that month.
 - 2.3) The longevity anniversary date will be set back an entire month for each month an employee is on leave without pay (excluding military leave or workmen's compensation) for more than one-half of the total workdays in that month.

General Authority:
Revised: Adopted 02-09-93
Editorial Changes: