

Clatsop Community College

Code: 4.325
Adopted: 10/89
Orig. Code: 350

UNPAID LEAVES OF ABSENCE-CONFIDENTIAL STAFF

Absence without pay may be granted regular confidential staff as follows: The employee shall make the request in writing and submit it through the immediate supervisor to the President. The granting of such leave shall depend on the urgency of the request and whether the area involved will be seriously disabled by such absence. Generally, such requests will not be allowed for an absence extending beyond a thirty-(30) day period. All fringe benefits (medical, dental, life, LTD, STD and health premiums) shall be paid by the employee during unpaid leave.

END OF POLICY

Legal Reference:

ORS Chapter 341