

Clatsop Community College

Code: 4.330
Adopted: 10/89
Orig. Code: 250

UNPAID LEAVES OF ABSENCE - ADMINISTRATIVE AND SERVICE/SUPERVISORY STAFF

Upon approval of the President, unpaid leaves of absence, not to exceed two (2) years, may be granted to administrative and service/supervisory staff. Requests for such leaves shall be in writing. The terms and conditions of approved leaves shall be reduced to writing and signed by the President and staff member involved prior to commencing with such leave. All extensions or renewals of leaves shall be applied for and granted in a similar manner.

During the term of an unpaid leave of absence granted pursuant to this section, the staff member shall not receive increment credit for time spent on leave. The staff member will not be provided those fringe benefits normally provided full-time employees by the College while on leave but shall be granted the opportunity to continue those benefits on a self-pay basis if allowed by the underwriter.

Upon return from unpaid leave, any unused sick leave time earned prior to commencing leave shall be restored.

Granting of unpaid leave shall not guarantee that the individual will return to the same position held prior to commencing leave but shall guarantee that the individual may return to a position with the College at a level on the salary scale not less than that held immediately prior to commencing leave, unless stated otherwise in the leave agreement and barring reduction in force.

END OF POLICY

Legal References:

ORS 342.545
ORS 342.596
ORS 342.610
Americans with Disabilities Act of 1990, P.L. 101-336, 104 Stat. 327 (1990)