

Lakeland Community College

POLICY TITLE:	UNPAID LEAVE FROM WORK
POLICY NO:	3354:2-20-55
ORIGINALLY APPROVED DATE:	01/15/98
REVISED DATE:	01/22/26; 03/06/03
EFFECTIVE DATE:	01/22/26
NEXT REVIEW DATE:	01/2031
RELATED PROCEDURE:	N/A
RESPONSIBLE OFFICE(S):	HUMAN RESOURCES
APPROVED BY:	BOARD OF TRUSTEES

This policy applies to all full-time, partial year, and part-time Administrators, S/P, and staff employees.

- A. College administrative approval is required prior to the commencement of any leave from work. The college retains the right to deny a request for a leave; require evidence of the initial and on-going need for such a leave (including a physician's exam); rescind approval of a leave prior to its conclusion; and establish limits and conditions as necessary for employees returning from leaves.

- B. Types of Unpaid Leaves
 - 1. Short-term (10 or less calendar days within any fiscal year)
 - 2. Long-term (more than 10 calendar days but no more than 12 mos.)

- C. General Conditions Governing Unpaid Leaves
 - 1. Requests for unpaid leave from work must be presented, in advance, in writing, to the attention of the supervisor of record, specifying the purpose and expected duration of the leave.
 - 2. College-paid employment benefits will be continued for the duration of a short-term unpaid leave of absence. College-paid employment benefits will be discontinued for the duration of a long-term unpaid leave but medical, dental, vision, life and long-term disability insurance benefits may be continued at the group rate (plus 2% administrative cost) at the employee's expense.
 - 3. Employment while on leave from work will be cause for termination unless specifically approved by the Chief Human Resources Officer.
 - 4. Failure to return to work at the end of an approved leave will be considered a resignation.
 - 5. The employee must be in satisfactory condition, physically and mentally, to resume his/her duties. At the conclusion of the leave, the employee will return to his/her former position, or to another position (possibly in a different department or shift) in the same classification, unless the former position has been eliminated.
 - 6. Service credit for staff employee seniority and salary advancement will not continue to accrue during a long-term unpaid leave of absence.