



Category

POLICY: 2-31 Leave of Absence

Approval

LT Approved:
Effective Date: 07/01/2022
Revised: 07/01/2022
Responsible Party: Vice President, People & Culture

A leave of absence is defined as an approved absence from work for medical, family, or other personal reasons. Typical uses for a leave of absence include, but are not limited to, the improvement of one's own health, the significant illness of a family member, personal study, and/or campaigning for public office. Approval of Family and Medical Leave and/or short term disability assumes approval under this policy (for the same situation).

Absent requirements governed by another policy, the following guidelines apply:

1. The employee must have worked in a full-time or part-time regular position for three consecutive months preceding the request for leave.
2. The approval of a request for a non-FMLA leave of absence is at the discretion of the college President or designee. Requests for leaves of absence must be in writing (email is acceptable) to the President and the Vice President of People & Culture and include the need for the leave and the anticipated length of absence.
3. The College requires employees to use accrued PTO hours while on a leave of absence, with the exception being on a Military Leave.
4. While on leave, if pay is not enough to cover the employee cost of benefits, the employee will be required to make arrangements with the Director of Compensation & Benefits for paying the remaining balance due.
5. Bi-weekly PTO hours will continue to accrue as long as the employee is in a paid status (receiving either a paycheck from WSU Tech or payment from WSU Tech Short-term disability insurance). Once Short-Term Disability payments end and the employee becomes eligible to apply for Long-Term Disability benefits, PTO accrual will end, even if the employee continues to be on an approved leave from work.
6. Leaves of absence falling under multiple policies are considered to run concurrently.
7. During an **upaid** leave of absence the employee will not receive service credit, receive holiday pay, or accrue PTO hours.
8. Leaves of absence will be approved initially for no longer than 180 days. The specific length of approved leave may depend upon the nature of the situation and the position the individual holds in the organization.

9. Should an employee need additional leave beyond 180 days, a request may be made to the college President and Vice President of People & Culture in writing (email is acceptable). The decision to extend such a leave is at the sole discretion of the college President.
10. At the conclusion of the approved leave of absence period, the employee must return to work or the employment relationship will end.