

RVC Board Policy 3:30.120

Special Leave of Absence for Full-Time Employees

A full-time employee who has been continuously employed with the College for at least 6 months may apply for a special unpaid leave of absence. This policy is only open to employees that have exhausted all paid time off and vacation. A special leave of absence without pay and without loss of seniority, status, appointment, or accrued benefits, may be granted if recommended by the employee's supervisor and approved by the Vice President of Human Resources/ Chief Human Resources Officer. The employee will be required to disclose the rationale and proposed length of time for this special leave request. Any leave of absence requested under this Policy of more than one calendar month in duration must be approved by the President. If the request for leave of absence without pay is for more than three (3) calendar months, a recommendation shall be submitted to the Board of Trustees for its approval.

During the first month, the employee will continue to accrue vacation, sick, and personal time, and will continue to pay the employee portion of their Medical and Dental Insurance plus any voluntary coverages they have elected. After an employee has been on a leave of absence under this Policy for more than one calendar month, the employee (a) shall no longer accrue sick leave and/or vacation~~time~~; (b) shall be required to pay both the employee's and the College's share of all health and major medical insurance premiums; (c) shall pay all life insurance premiums; and (d) shall no longer accrue any other designated benefits. Insurance coverage shall be discontinued if the employee elects not to pay the full premium as set forth above.

Where applicable, the College will run an employee's leave entitlement under the *Family and Medical Leave Act* ("FMLA") concurrently with any leave granted under this Policy, and will give priority to leave guidelines as stated in FMLA.

This Policy will be administered consistent with the College's collective bargaining agreement obligations where applicable.

Reference: Board Report 2300-A, 8377

Implemented: September 4, 1973

Revised: April 8, 2014; April 28, 2026