

DIN: 4010-1-01
Policy Name: Leave of Absence

Policy

Employees are allowed to take a leave of absence consistent with bargaining agreements and/or relevant federal and state laws (sick leave, jury duty, personal, etc.) This policy does not include requests for vacation leave. Faculty are not eligible for vacation leave.

Purpose

To provide information and processes to employees and supervisors so requests and determinations are made in a consistent and timely manner.

Responsibility

The table below describes responsibilities for this policy:

Group/Individual	Responsibility
Employee	<ul style="list-style-type: none"> ▪ Submit a request (to the supervisor) for a leave as soon as practicable. ▪ Provide medical certification to substantiate leave (if applicable). ▪ Communicate with supervisor and Human Resources Office prior, during and upon return from a leave.
Dean/Supervisor	<ul style="list-style-type: none"> ▪ Inform HR Office of request for leave. ▪ Respond to questions from employee in regard to their leave or refer to the HR Office if unsure of response. ▪ Communicate with employee and Human Resources Office prior to, during and upon return from a leave.
Human Resources Office	<ul style="list-style-type: none"> ▪ Provide employees with information pertaining to their request and how benefits may be affected. ▪ After conferring with the supervisor, determine status of request. ▪ Notify employee of determination. ▪ Communicate with employee and supervisor prior to, during and upon return from a leave.
Payroll	<ul style="list-style-type: none"> ▪ Code leave time appropriately.

Supporting References

(Listed below are college document(s) that support this policy:

Compliance References

Listed below are references to compliance requirements (e.g. MnSCU policy, federal regulations):

Bargaining Agreements and Plans:

www.hr.mnscu.edu/LR/index.html

www.doer.state.mn.us/lab-rel/cntracts.html

The most current documentation is electronic; therefore, please discard printed copy after 24 hours. This does not apply to completed forms which are records.			Print Date: 09/27/05 12:33 PM	
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