

# LEAVES OF ABSENCE FOR ILLNESS OR PERSONAL REASONS

## FREQUENTLY ASKED QUESTIONS

*Please Note: This summary is for information purposes and does not supersede POLICY: 6Hx28: 3D-02 or its implementing procedures; please consult these documents for more detailed information.*

### **1. Who is eligible for a leave of absence for illness or personal reasons?**

Full- and part-time employees may request a leave of absence for certain circumstances such as long-term illness or other personal reasons.

Leave of absence for illness may be requested by an employee who is not eligible for Family/Medical Leave (FMLA) or if the period of the requested leave exceeds the FMLA maximum.

Leave of absence for personal reasons may be requested by an employee to participate in activities that will be of professional benefit to the employee and the College, such as pursuing an advanced degree, certification, etc.

### **2. Does the College have to approve my leave request?**

Each request is evaluated on a case-by-case basis on factors such as the circumstances surrounding the need for leave and supporting documentation, the position occupied, operational needs, etc.

### **3. If approved, how much leave can I be approved for?**

It would depend based upon your circumstances and documentation that supports the timeframe of your leave request. Leave of absence for illness or personal reasons may be authorized for up to one year with requests not normally authorized for more than one year.

If approved for a leave of absence for illness, full-time employees must use any and all accrued sick leave, sick leave pool (as applicable) and/or vacation leave as available. If approved for a leave of absence for personal reasons, full-time employees must use any and all accrued personal leave and/or vacation leave as available.

When your leave balances have been exhausted, any remaining portion of leave of absence for illness or other personal reasons is unpaid.

Leave of absence for part-time employees is unpaid.

### **4. How do I submit a request for a leave of absence for illness or other personal reasons?**

Leave of absence for illness – Submit a Certificate of Absence (COA) through the Request and Manage My Leave System at least 30 days in advance where the leave is foreseeable or as soon as practical. Supporting medical documentation should be submitted to Organizational Development and Human Resources (ODHR) at the Regional Solution Centers or District Office that clearly states the purpose or cause for which the leave will be used and the length of the requested leave of absence. (Note: The supporting medical documentation shall be maintained by ODHR in a separate employee record.)

Leave of absence for other personal reasons – Submit a Certificate of Absence (COA) through the Request and Manage My Leave System at least 30 days in advance where the leave is foreseeable or as soon as practical. Supporting documentation should be submitted to your supervisor that clearly states the purpose or cause for the leave and length of the requested leave of absence.

The department, in collaboration with ODHR, shall review the request for leave and make a determination as appropriate.

### **5. Where can I find my leave balances?**

Your leave balances are located in the Request and Manage My Leave System in ATLAS under the Employees tab.

### **6. What if I have a question that is not covered in this list or in the policy?**

For additional questions, contact Organizational Development and Human Resources at HR4U@valenciacollege.edu, or call the HR4U helpline at 407-299-5000, extension HR4U (4748).