Kirkwood
COMMUNITY COLLEGE

College Procedure: 402.12 – Unpaid Leave

Policy Reference:	402 – Employee Benefits and Compensation
Responsible Department:	Human Resources
Approval Authority:	Cabinet
Procedure Owner:	Vice President, Human Resources and Institutional Effectiveness
Effective Date:	11/15/2012
Version Number:	2
Legal Counsel Reviewed (yes/no):	No
Scope:	College-wide

Reason for Procedure

The purpose of this procedure is to define unpaid leave and explain the process for using unpaid leave. Employees covered by a negotiated agreement will receive benefits as provided and outlined within the negotiated Master Contract Agreement.

The Procedure

- Unpaid leave will not be approved if appropriate paid leave is available or earned/unused vacation or banked vacation is available. All applicable paid leave banks must be used before unpaid leave will be considered.
- Leaves of less than 100 percent will be considered on an individual basis, taking into account the impact on the affected department, which is determined by the department supervisor. A written request for leave must be submitted to Human Resources after approval of the immediate supervisor and Cabinet member. Leaves of less than 50% will not be considered.
- Vacation and paid leave do not accrue while an employee is on an unpaid leave of absence.
- Employees on unpaid leave become responsible for the full health care cost through COBRA if they wish to maintain coverage, except under the Family and Medical Leave Act.
- If the leave of absence results in the employee being absent for more than 4 months during the fiscal year, the employee will receive the salary in effect when the initial leave was granted and will not receive the annual increase for the upcoming fiscal year. An exception is made for professional leaves of absence.
- The college reserves the right to end non-medical, non-protected leave due to department or college operations.

Kirkwood
COMMUNITY COLLEGE

Extended Illness/Injury

Employees may become ill or disabled for extended periods of time (more than 3 consecutive work days). On such occasions, Human Resources should be notified since physician confirmation of illness/disability may be required, as well as physician certification of ability to return to work. If an employee's illness or injury leave may result in an absence of more than 3 consecutive work days, please see the procedure on Family and Medical Leave Act (FMLA).

An employee who is unable to work because of personal illness or disability and who has exhausted all paid leave shall be granted a leave of absence without pay. The unpaid leave of absence begins at the point in which unpaid leave begins and shall not exceed one year.

Military

Military leave of absence shall be granted to employees under provision of the Selective Service Act and the Code of Iowa. Employees requesting military leave should send a copy of their orders along with a memo requesting military leave or an Employee Leave Request to Human Resources.

Political Activity

The Board of Trustees recognizes and encourages its employees to engage in the political process so long as it does not interfere with their professional commitments as college personnel. The college may grant a leave of absence without pay in order to hold political office for a period not to exceed one year. Available vacation and/or personal leave must be used before unpaid leave begins.

Professional Leave

Employees may be granted a leave of absence without pay for professional purposes, as approved by the Board of Trustees, for a period not to exceed one year. Available vacation and/or personal leave must be used before unpaid leave begins.

Child Care Leave

Upon written request to Human Resources, employees may be granted a leave of absence without pay for purposes of childcare, as approved by the college, for periods not to exceed one year. The employee making the request must be a parent or serving in the capacity of a parent, and the leave of absence shall be within the first year following the birth or adoption of the child.

There are two phases of leave for female employees who give birth. The first phase is a disability period of time that begins whenever the attending physician certifies the employee physically unable to continue working. This most often occurs shortly before or at the birth of the child. Sick leave can be used during this disability period. The disability period continues until the attending physician certifies the employee as physically able to return to work full-time. The employee must use available vacation and/or personal leave banks if they exhaust sick leave during the disability phase.

The second phase begins at the point the employee can physically return to work, the date of birth of the child for fathers, or the day the child is received into the adoptive parents' home full-time. During the childcare phase, vacation and personal leave must be utilized.

The provisions of the Family Medical Leave Act (FMLA) begin after the 3rd consecutive day of absence.

Personal Leave

Upon written request to Human Resources, employees may be granted a leave of absence without pay for attending to a personal circumstance of such significance that continuing to work would substantially interfere with the health and well-being of the employee, not to exceed 6 months. Approval of personal leave will be determined on an individual basis at the discretion of Human Resources. Available vacation and/or personal leave must be used before unpaid leave begins.

Revision Log

Table 1 Revision Log

Version Number	Date Approved	Approved by	Description of Change
1	11/15/2012	Jim Choate, Vice President, Finance	New procedure
2	07/26/2019	Cabinet	Procedure template
3	10/30/2026	HR Department	Reviewed, no edits