

COMMUNITY COLLEGE OF VERMONT

*See also:
VSC Personnel Handbook*

**UNPAID LEAVE
POLICY**

**December 17, 1995
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POLICY

CCV staff may request and receive an unpaid leave of absence.

PROCEDURES

1. An employee may request an unpaid leave with or without benefits.
 - a. Criteria for granting an unpaid leave will include: the length of service at the college; the nature and the purpose of the request; the length of leave requested; the supervisor's input; the impact of such a leave on the applicant's team and the college; the expected benefit to the college and the individual; and the availability of college resources to support the leave.
 - b. Applications of leave can be made at any time; however, they must be in writing and address the criteria stated above. The employee is advised to discuss the request for a leave with her/his supervisor before actually applying. The application is a letter addressed to the president of the college with a copy of the letter to the employee's supervisor.
 - c. The president of the college will make the final decision of granting a leave based on the letter of application, the supervisor's recommendation, and the benefits such a leave will give both the individual and the college.
 - d. The president of the college will notify the employee and the supervisor of the terms of the leave in writing, and a copy will be placed in the employee's personnel file.
2. The decision of the president is final except in those cases addressed in the VSC Personnel Handbook.