

Massasoit Community College
Policy and Procedure

Approved: Peter C. Akeke
Director of Human Resources

Effective Date: 07/01/02

Approved: Dr. Charles Wall
CEO/President

Revised: 5/12/12

Leave of Absence Policy and Procedure

Procedures outlined in this policy shall not be construed to create any additional rights or change any rights in any collective bargaining agreement or the non-unit professional personnel policies handbook.

It is the policy of Massasoit Community College to allow eligible employees leaves of absence (LOA) for specific durations and under certain conditions. Employees who are eligible under two or more LOA programs (Federal, State, College), will have their leaves administered concurrently.

A leave of absence (LOA) is an authorized, paid or unpaid time away from work, granted for a specific length of time. All employees who are regularly scheduled to work twenty (20) hours or more per week and have completed their introductory period are eligible to request a leave of absence.

Revision Date(s): 5/15/12

Procedures

1. A leave of absence is required when an absence is anticipated to exceed two (2) consecutive calendar weeks (other than pre-approved vacation)
2. Leaves of absence requests must indicate a beginning and end date. No LOA or extension can be granted for an indeterminate period of time.
3. Any LOA granted for a reason consistent with the reasons for leave as identified in the Family Medical Leave Act of 1993 (FMLA) may be considered an FMLA leave during the first twelve weeks of said leave. In all cases/situations/circumstances where a question or conflict might arise concerning whether leave is FMLA leave, the provisions of the statute shall be controlling.
4. All FMLA leave time will be calculated on a “rolling twelve month calendar” basis.
5. Each request for a LOA or an extension must be submitted in writing to the employee’s department dean/manager and following their notification and approval, forwarded to their respective VP for review and approval signature.
6. Approved requests, with all appropriate signatures, will then be forwarded to Human Resources for review of eligibility, tracking purposes and any benefits continuation requirements. Employee’s on LOA are responsible for any benefit co-pays required. Failure to arrange for co-pays through Human Resources, may cause the employee’s coverage(s) to lapse.
7. Human Resources will forward all eligible and completed LOA request forms to the CEO/President for review and determination.
8. Upon the return of the request from the CEO/President, Human Resources will notify the employee and their department VP of the determination. LOA forms will be maintained in Human Resources and become a part of the employee’s medical file.
9. Prior to returning to work from a leave of absence, the employee is to provide to Human Resources, with a Fitness for Duty form from their attending physician. No employee will be allowed to return to active duty without this Fitness for Duty form. The medical release will be placed in the employee’s medical file.
10. Human Resources will notify the appropriate supervisor when the employee has been cleared for return to duty.
11. Voluntary termination may result under the following conditions:
 - In the event an employee is unable to return to work following the expiration of an approved LOA

- Otherwise fails to return to work upon expiration of an LOA or fails to provide a Fitness for Duty form.
- Cannot perform the essential functions of their position with, or without, a reasonable accommodation.
- Failure to apply for an extension prior to the expiration of the original LOA, accompanied by satisfactory medical documentation.
- Acceptance of other employment during a leave of absence.