

**WESTERN NEBRASKA COMMUNITY COLLEGE
POLICIES AND PROCEDURES**

SECTION: Human Resources 400.0000.14
SUBSECTION: Administrative/Professional Staff 450.0000.14

Leave of Absence
Policy Number: 450.1600.79

POLICY

At the discretion and recommendation of the President, the Board may grant a "leave of absence" up to one academic year. During such leave, the employee will not accumulate leave (sick leave, personal leave, or vacation), nor will the employee be entitled to fringe benefits. Leaves of absence shall be without pay. However, the employee may retain insurances by arranging with the Chief Human Resources Officer for billing of the employee for the total premium cost. In making a recommendation, the President shall hold as the primary criteria the needs of the College and the ability of the College to find a suitable replacement. More than one leave of absence may be recommended and granted.

DEFINITIONS

N/A

APPLICABILITY

N/A

Adoption Date: 1979

Revision Date (and Board of Governors' Minutes Item Number):

Prior Policy/Procedure Number:

Schedule for Review:

Divisions/Department Responsible for Review and Update:

Sponsoring Division/Department:

Rescinded Date:

Cross Reference:

Procedure(s) for Policy:

Related Policies/References: