

**GUIDELINES FOR LEAVES WITHOUT PAY**

1.
  - a. Leaves of absence without pay not exceeding twenty working days in length may be granted at the discretion of the Chief Human Resources Officer or College President.
  - b. The request should be submitted on the leave request form currently in use at each location to the employee's immediate supervisor for transmittal through established channels.
  - c. A copy of the approved leave form shall be forwarded to the location Payroll Office which is responsible for notification to the District Payroll Office in accordance with Payroll Procedures.
  
2.
  - a. Leaves of absence without pay for more than twenty working days shall be submitted to the Chief Human Resources Officer or College President for a recommendation to the Governing Board.
  - b. The Board may authorize an employee to be absent from duty without pay for a specified period not to exceed one year.
  
3. At least fifteen days before the final date of the leave, the manager shall remind the employee of their obligation to return. If the employee fails to notify the Governing Board of his/her intention to remain or not remain in the service of the District, the employee may be deemed to have declined continued employment, and termination proceedings will be initiated by the Governing Board.