

 <p><b>Ringling College of Art + Design</b></p> <p><b>STAFF HANDBOOK</b></p>	<b>Index:</b>	<b>508</b>
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## **Administrative Leave With Pay**

Regular Full-time, Regular Part-time, and Temporary Full-time employees may be granted up to 10 days of Administrative Leave with Pay for compassionate and public service reasons. Leaves may be extended for a longer period of time with approval of the supervisor and the Director of Human Resources.

Requests must be made on the appropriate leave request form and must include an explanation of the need for the leave. Requests must be approved by the supervisor and the Director of Human Resources. Each request will be considered in view of urgency, type of leave, length of employment, and the effect the absence will have on a department's and the College's operations. Reasonable advance notice, whenever possible, is important so that arrangements can be made to cover the duties of the employee during the leave. When an employee requests leave, he/she must also state when he/she intends to return to work.

## **Benefits While on Leave**

Benefits will be administered in the following manner:

Medical, Dental, Life, Long Term Disability, Flexible Spending Accounts, AFLCA, and Retirement - Programs that do not require employee contributions will continue to be provided by the College. Contributions that are the responsibility of the employee will continue to be automatically deducted from the employee's pay check.

Tuition Remittance Programs - Eligibility will continue for the length of the approved Administrative Leave with Pay.

Vacation/Sick/Personal Leave - Administrative Leave with Pay is not considered an interruption of service and does not affect the accrual of Vacation Leave or the granting of Sick Leave and Personal Leave.

Paid Holidays - Official College recognized holidays will not be counted as days of Administrative Leave with Pay.

## **Coordination with FMLA Leave**

If the reason for leave is a qualifying event under the Family and Medical Leave Act (FMLA), Administrative Leave with Pay will be counted as and run concurrently with FMLA Leave described elsewhere in this handbook.