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Administrative Leave Without Pay

It is the policy of the College to grant Regular Full-time and Regular Part-time staff a leave of absence without pay where it is deemed by the College to be in the best interests of both the College and the staff member. Leaves may be granted for up to 16 weeks.


In general, unpaid leaves of absence are considered a privilege and in no event granted automatically. In determining whether or not to grant an unpaid leave of absence, the supervisor will weigh the request of the employee against the workload of the department and the hardship to the department that may ensue if such leave were granted. 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 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. An employee who fails to report to work at the expiration of the leave will be considered to have resigned voluntarily. If an employee engages in other employment while on unpaid leave without the consent of the College, he/she may be subject to termination.

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.

Seniority will not be affected by this type of leave, but the employee's service date will be adjusted to reflect the interruption of service (see Seniority and Service Dates elsewhere in this handbook). Benefits will be administered in the following manner during an unpaid leave of absence:

Medical, Dental, Life, and Long Term Disability - Coverage may be continued during an unpaid leave of absence. Employees will be responsible for paying the full cost of the coverage without any contribution by the College. Remittances are to be made on a monthly basis and mailed directly to the Office of Human Resources. Employees who fail to make their remittances or who elect to discontinue their coverage during the unpaid leave of absence will have their coverage cancelled. Upon return to active employment, reapplication for each type of coverage will be necessary. Re-entry into any of the plans may be based upon the carrier's underwriting guidelines and is not guaranteed.

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Retirement Plan - Employer matching contributions will be suspended until return to active employment in pay status.

Tuition Remittance Programs - Eligibility will continue for the length of the approved unpaid leave of absence.

Accrued Vacation Leave - Vacation leave will not accrue during the approved unpaid leave of absence.

Paid Holidays - Official College recognized holidays will not be paid during an approved unpaid leave of absence unless the leave is being run concurrently with FMLA leave.

Coordination with FMLA Leave

Leaves granted under this policy will run concurrently with a leave under the Family and Medical Leave Act (FMLA) if the qualifying event under this policy also qualifies under FMLA Leave described elsewhere in this handbook.