

## **Time Off – Voluntary Leave without Pay with Benefits**

Independence Community Colleges offers a Voluntary Leave without Pay with Benefits program which allows eligible Faculty, Athletic Staff, Classified Staff and Administrators to request leave without pay and retain insurance coverage during their absence. Voluntary Leave without Pay with Benefits may be approved during a period of reduced unit activity or for extreme personal circumstances.

Leave without Pay with Benefits should be requested by the employee to his/her immediate supervisor. Supervisors should discuss the leave request with the Vice President of the Department. The Vice President may approve the leave request if the leave is mutually beneficial to the employee and the Department. If the Vice President approves the leave request, he/she should forward it to Human Resources for final approval.

### **Leave Period**

Depending on the needs of the employee and the department, a Voluntary Leave without Pay with Benefits may be requested for a full-time or part-time basis.

A Voluntary Leave without Pay with benefits Minimum leave period of two (2) weeks is required to participate in the Voluntary Leave without Pay with Benefits program and the leave period cannot exceed twelve (12) weeks in a twelve (12) month period.

### **Requesting and Reporting Paid Leave**

To ensure existing benefits coverage (including health, dental and vision insurance) is maintained during the voluntary leave without pay period, participating employees will be required to pay their portion of each insurance premium in advance of the absence.

### **Exclusions**

This program does not affect eligibility to take paid leave under the other, existing leave policies and is not applicable to leaves of absence related to medical leave.

Leave without pay can only be granted to employees in full day increments.

Sick leave is used only for medical related absences and will not be granted for use with the Voluntary Leave Without Pay program.

### **Consequences**

Taking leave without pay affects leave accruals, contributions to retirement plans and other salary-based programs.

Effective: 01/31/2021