

**Cochise College
District Board Policy**

**Category: All Employee Groups
Policy Number: 631
Title: Leave of Absence**

The Governing Board may grant regular full-time and regular part-time employees a leave of absence without pay, provided such requests are thoroughly documented, timely, meet eligibility requirements, and are reviewed and approved in advance through regular channels. Approval will be based upon the operational needs of the College. Guidelines for unpaid leaves of absence shall be developed and implemented by the President.

**Procedure 631.1
Leave of Absence**

A regular full-time or regular part-time employee with more than one year of service with the College, who has exhausted the provisions of the Family and Medical Leave Act, may be granted by the Governing Board a leave of absence without pay for a period of no more than a year.

The President must approve in advance a written request for a leave of absence in excess of 10 days. The request must include the last day of service and the date of expected return. The employee requesting the unpaid leave of absence must provide a letter explaining the need for such leave along with the proper leave application form.

The College may grant a formal leave of absence for a period not to exceed one year with reinstatement privileges only if the employee's previous position has not been eliminated.

All leaves of absence under this policy shall be without pay and benefits paid by the College. The unpaid leave shall not count toward longevity with the College, credited service with the Arizona State Retirement System or any other benefit associated with regular employment with the College.

An employee who is on unpaid leave for reasons other than approved FMLA leave shall be eligible to exercise their right under COBRA for the continuation of medical, dental, life and vision insurance coverage.

An employee who is on unpaid leave due to a documented medical condition, and has exhausted the Family and Medical Leave Act, shall be eligible to exercise their rights under COBRA for the continuation of medical, dental, life and vision insurance.