

## ARTICLE 14

### LEAVES OF ABSENCE WITHOUT PAY

- 14.1 A Core ELP Instructor or Term ELP instructor may be granted a leave of absence without pay for up to one (1) term for the following purposes/reasons:
- a. loan of an employee to another governmental agency;
  - b. family leave;
  - c. outside employment that would lessen the impact of a potential layoff or a layoff;
  - d. temporary incapacity due to illness or injury or periods of disability related to pregnancy;
  - e. student teaching, as required, for employees enrolled in credential programs;
  - f. other satisfactory reasons.
- 14.2 ELP instructors shall also be given the opportunity to extend their leave of absence for an additional term.
- 14.3 A written application for a leave of absence without pay or an extension of a leave of absence without pay shall be submitted to the appropriate administrator no later than fifteen (15) calendar days prior to the start of the term. The appropriate administrator shall determine if such a leave shall be granted and the conditions of such a leave, and shall respond to the application within five (5) days of the request. Subject to operational considerations, applications for leaves of absence will not be unreasonably denied.
- 14.4 ELP Instructors may apply for a Leave of Absence, without pay, or an extension of a Leave of Absence, without pay, without loss of consideration for reappointment.
- 14.5 An ELP Instructor who is on a leave of absence without pay shall not return to active pay status prior to the expiration of such a leave without written approval of the appropriate administrator.
- 14.6 A leave of absence granted pursuant to Section 14.3 for less than a term assures the ELP Instructor a right to return prior to the end of the term to the same courses he/she was teaching, unless the parties mutually agree otherwise.

- 14.7 A leave of absence granted pursuant to section 14.3 for a full term or the remainder of the term in which the leave begins, assures the ELP Instructor consideration for reappointment with the same number of courses subject to operational needs.
- 14.8 When requested by the appropriate administrator, an ELP Instructor granted a leave of absence without pay shall provide verification that the conditions of the leave were met.
- 14.9 A Core ELP Instructor on a leave of absence without pay for more than 30 days may opt to continue his/her health benefits at his/her own expense; otherwise, such benefits may be cancelled.
- 14.10 The campus leave of absence procedure that applies to employees in bargaining units 2, 5, 7, and 9 will also apply to ELP Instructors.
- 14.11 The granting or denial of leaves of absence without pay pursuant to Provisions 14.1 through 14.7 shall not be subject to Article 7, Grievance Procedure.
- 14.12 The leave of absence of Core ELP Instructors and Term ELP Instructors eligible for such leave pursuant to this Article shall terminate upon the expiration of that ELP Instructor's remaining appointment.
- 14.13 This article does not apply to Substitute ELP Instructors.