Policy Number: 444

Policy Title: Sick Leave without Pay

Policy Council Review Date(s): 4/22/11 and 6/16/11; 1/15/14

PPAB Approval Date: 8/9/11

POLICY:
An employee who is unable to return to work after exhausting all accumulated sick leave and accrued vacation may be granted sick leave without pay for a period not to exceed one year.

PROCEDURE:
An employee may use a combination of paid leave and unpaid leave for up to 12 months. An employee who has exhausted paid sick leave and paid vacation leave may be placed on sick leave without pay for up to 12 months. The length of the approved leave will be based on one or more of the following criteria:

- length of service at Georgia Perimeter College
- the criticality of the employee’s position
- the importance of the employee’s knowledge and or skill to the operation of the College
- the employee’s job performance
- amount of paid leave already used in this instance
- # and length of leaves taken in the past
- length of time between end of last leave of absence and beginning of current leave
- the operational needs of the department/campus

Employees will provide their request for “sick leave without pay” along with appropriate documentation from their physician. While on approved sick leave, employees may elect to continue their group insurance benefits (medical, dental, vision, life, etc.) with the college continuing its share of the cost, if any. All other benefits that would normally accrue to the employee, such as sick leave, vacation leave, and tenure credit, are prohibited.

The college will attempt to place employees approved for sick leave without pay in a comparable position upon their return to work. Employees must be able to return to work when sick leave without pay is exhausted with documentation from their physician indicating that they may return. The employment of an employee who is unable to return to work will be terminated.

An employee who is eligible for regular or disability retirement may retire at this time.
The president may make an exception to this policy.

Approved by PAB 7/09
Approved by PPAB 8/9/11
Reviewed 11/13