

Leave Without Pay	Document No.	
	Effective Date	10-1-11
	Revision Date	5-17-11
	Revision No.	1.0
	No. of Pages	2

1.0 Purpose

This policy establishes guidelines for employees to use leave without pay.

2.0 Revision History

Date	Rev. No.	Change	Ref Section
5-17-11	1.0	Policy rewrite.	
5-17-11	1.1	Added a cap of 10 days per calendar year to avoid a disruption of service.	4.5

3.0 Persons Affected

3.1 All employees who are eligible to receive employment benefits.

4.0 Policy

The policy of Casper College is to ensure the following.

4.1 Employees have an opportunity for unpaid leave.

4.2 Employees use leave in accordance with this policy.

4.3 Employees report leave in increments of 8 hours.

4.4 Employees use annual or converted leave or compensatory time, or any other applicable leave before the college will grant leave without pay.

4.5 Employees do not use more than 10 days of non-FMLA leave without pay in a calendar year.

5.0 Definitions

5.1 Supervisor. The person to whom the employee reports and who has managerial responsibility to make decisions regarding the employee.

5.2 Leave Notification Form. This document is a one-part form used by employees to request leave. The leave form describes the type of leave, the dates and hours

requested, and signature lines for the employee and the supervisor. Completion of the leave form alone does not constitute the granting of leave.

## 6.0 Responsibilities

- 6.1 Employees are responsible for requesting leave without pay.
- 6.2 Employees are responsible for working with their supervisors to plan and schedule for the employee's return to work.
- 6.3 Supervisors are responsible for granting or denying leave without pay in compliance with this policy.
- 6.4 The director of human resources is responsible for ensuring compliance to this policy.

## 7.0 Procedures

### 7.1 Taking Leave

- 7.1.1 The employee notifies his supervisor that he would like to use leave without pay.
- 7.1.2 The employee, together with his supervisor, contacts the Human Resources Department to verify that the employee is eligible for leave without pay. The supervisors grants or denies leave without pay.
- 7.1.3 The administrative or classified employee completes the Leave Notification Form by checking the *Leave Without Pay* box and filling in the dates and total amount of time taken. Employees report leave without pay in increments of 8 hours.
- 7.1.4 The employee submits the Leave Notification Form to his supervisor.
- 7.1.5 The supervisor signs the Leave Notification Form and submits it to the Human Resources Department.