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| POLICY NAME: | **611.01:** Leaves Without Pay |
| EFFECTIVE: | January 13, 2021 |
| SUPERSEDES: |  |
| SOURCE: |  [*Code of* *Alabama 16-60-111.4*](https://codes.findlaw.com/al/title-16-education/al-code-sect-16-60-111-4.html) |
| CROSS REFERENCE: |   |

1. General Rules

 A. Requests for leave are to be made via the established procedures at the college or entity. Each

 college or entity is directed to establish local procedures for requests, approvals, and use of leave

 including maintenance of appropriate records. The immediate supervisors are responsible for

 assuring that leave approvals in their areas of responsibility are reported timely and accurately.

 B. Time spent on unpaid leave will not count in computing the amount of time worked during a

 given academic year.

 C. Time spent on unpaid leave will not be counted in computing tenure or non-probationary status.

 D. Employees who are in an approved leave without pay status are not eligible to continue to receive

 leave accruals or benefits, unless covered by the Family Medical Leave Act (FMLA).

 E. Except as provided under these leave policies, no employee shall be in an unpaid

 employment status with any ACCS college or entity. Being in an unauthorized unpaid

 employment status is a violation of policy and may result in disciplinary action, including

 termination. It is an employee’s responsibility to monitor his or her own leave accounts

 and approvals to ensure he/she is not in an unauthorized unpaid employment status.

 2. Maternity Leave

 All full-time employees and Salary Schedule H employees of a System college or entity will be

 granted up to a maximum of six (6) consecutive calendar months of maternity leave without pay

 for the birth or adoption of a child. All accrued leave including compensatory leave unless in

 FMLA status must be exhausted before an employee is entitled to request unpaid maternity leave.

 3. Personal Leave

 The Chancellor may grant up to six (6) consecutive calendar months of personal leave without pay

 to a full-time employee or a Salary Schedule H employee on the written request of the President to

 the Chancellor based on special circumstances. All accrued leave and compensatory time must be

 exhausted before an employee is entitled to request unpaid personal leave**.**

 4. Family and Medical Leave Act Leave

The Alabama Community College System Board of Trustees and the colleges and entities under its direction and control shall comply with the requirements of the Family Medical Leave Act (FMLA). Any accrued leave except compensatory time, must be used concurrently with FMLA leave and must be exhausted before an employee is entitled to unpaid FMLA leave.