

POLICY NAME:	611.01: Leaves Without Pay
EFFECTIVE:	January 13, 2021
SUPERSEDES:	
SOURCE:	<i>Code of Alabama 16-60-111.4</i>
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.