

## ADMINISTRATIVE POLICY LEAVES

*This policy pertains to employees.*

### **Introduction**

The purpose of this policy is to outline the different leave options available for eligible employees to help them navigate through a variety of personal and professional circumstances.

### **Dependent Care Leave**

Based upon the College's sole discretion, an employee may be granted an unpaid leave of absence of up to one (1) full year for the purpose of bonding with his/her new child, attempting to officially qualify for adoption, or caring for his/her new child, spouse or parent who has a serious health condition. If granted by the College, this leave runs concurrently with FMLA and any available paid time off (if eligible). Once benefit-protected leaves (e.g., FMLA) are exhausted, employees will be eligible to continue applicable coverage through COBRA. Only one (1) member of a family employed by the College (e.g. spouses, sisters/brothers) may take a dependent care leave during any one time.

In granting dependent care leave, the College will take into consideration the need for the work to be completed, any previous leaves, and agreement on stipulations of return (e.g., return date, position returning to, compensation, etc.). In foreseeable circumstances, the terms of the leave will be determined before the leave begins.

Upon return from Dependent Care Leave employees are not guaranteed to be reinstated in the same or equivalent position unless otherwise required by law.

Employees are not eligible for unemployment benefits while on leave.

### **Family and Medical Leave Act (FMLA)**

In compliance with the Federal Family and Medical Leave Act and applicable state laws, Fox Valley Technical College will grant Family and Medical Leave in certain circumstances.

*For more information refer to: [Family Medical Leave](#)*

### **Military Leave**

Employees shall be granted an unpaid leave of absence for a tour of military duty, reserve training, National Guard duty, or other qualifying military-related activities according to the rights and limitations of Wisconsin Statute 45.50 and other applicable laws. The request shall be submitted to Human Resources – Benefits.

Such leave shall be subject to the following benefits:

#### **A. Health and Dental Insurance Continuation**

The employee's health and/or dental insurance plans in effect at the time of the military leave shall be continued at FVTC's expense through the end of the month in which the employee's last day of work occurs.

During the following first six months, the employee's dependents will remain with the FVTC group plan(s) at FVTC's expense. If the leave continues beyond six months, the employee will be offered the opportunity to continue existing coverage under COBRA terms and provisions for an additional 18 months. Therefore, employees and dependents shall be eligible to continue group health/dental coverage for a period not to exceed 24 months upon payment of premiums on a timely basis after the College's obligations are completed.

Upon timely return to active employment, the employee shall be restored to the group plan without penalty. Participation in the group plan during military leave is not required for readmission into the plan upon return to work.

#### **B. Long-Term Disability Insurance**

Group long-term disability insurance will be canceled effective the employee's last day of work. Employees are ineligible to collect disability benefits if the disability occurs during the leave of absence. Upon timely return to active employment, the employee shall be restored to the group plan without penalty.

#### **C. Life Insurance**

Group life insurance will be canceled effective the employee's last day of work. The current FVTC life insurance plan contains an exclusion for active military service. Upon timely return to active employment, the employee shall be restored to the group plan without penalty.

### **Occupational Leave**

Occupational leave shall be granted to update work experience in the employee's major area of preparation and in line with his or her teaching assignment or to those employees whose career development will be enhanced by outside occupational experience.

Employees are eligible for occupational leave after five (5) years of continuous full-time employment at the College and only one occupational leave may be granted for each five (5) years of continuous, full-time employment. The number of employees who can be on an occupational leave at any given time is determined by Administration, and the duration of any leave will be up to one (1) year. Requests for occupational leave shall be made at least three (3) months in advance, in writing, including an employer-offering placement for the employee and a detailed occupational leave plan. Requests should be submitted to the immediate manager who shall review and then forward to the Vice President for Learning.

In granting occupational leaves, the criteria considered will include:

- needs of the College
- value to the College and employee
- reasonable distribution of applicants within the College
- merit of the leave request
- previous leaves, if any
- agreement on post-occupational leave compensation

All occupational leaves must be approved by the President, at the recommendation of a review team comprised of the employee's manager, the Vice President for Learning, and a Human Resources representative.

The salary for an applicant on occupational leave shall be 50% of the employee's contract or annualized salary based upon the actual contract or annualized salary of the year of the occupational leave or a proration for the period of occupational leave if less than one (1) year. Payment shall be made to the applicant in accordance with payroll procedures as they apply to employees. An employee on occupational leave shall retain membership in the retirement system, retain insurance benefits, and accrue sick leave as other employees.

The individual on occupational leave may accept grants or a salary from the employer while on leave; however, the employee's FVTC salary will be adjusted if the amount exceeds 100% of the annual contract or annualized salary in the year in which the leave is taken. The employee is required to report to the College the amount of additional income received from grants or salary.

The employee shall send his/her manager within thirty (30) days of the beginning of the sabbatical leave a written initial report of the occupational leave and shall thereafter inform the manager in writing of his or her continuance of the leave every two months. At the conclusion of the occupational leave, the employee shall submit a final written report of 300-500 words and any products created during the leave period.

The employee accepting payment for occupational leave is obligated to return to the service of the College for at least four times the occupational leave granted or up to two years, whichever is less. The employee is obligated to return the full amount of compensation received if the reporting and post-occupational leave employment requirement conditions are not fulfilled. Failure to return according to agreement will be considered a voluntary termination, unless the parties have agreed to an extension or is due to an illness or disability.

If an employee on occupational leave is not fulfilling the purpose for which the leave of absence was granted, the President may terminate the occupational leave after giving the employee an opportunity to be heard.

In most cases, an employee returning from occupational leave will return to the same position. However, the College reserves the right to reassign the employee to a position within his or her field and is not obligated to return the employee to his or her original assignment.

### **Sabbatical Leave**

Sabbatical leave shall be granted for the purposes of enhancing teaching, course and curriculum, professional development, conducting research, or any other scholarly activities related to the employee's field of expertise or completion of a degree related to the employee's current work/teaching assignment.

Employees are eligible for sabbatical leave after five (5) years of continuous full-time employment at the College and only one sabbatical leave may be granted during one's employment at the College. The number of employees who can be on a sabbatical leave at any

given time is determined by Administration, and the duration of any leave will be up to one (1) year.

Requests for sabbatical leave shall be made at least six (6) months in advance, in writing, including a detailed educational/research plan the employee plans to pursue while on leave. Requests should be submitted to immediate manager who shall review and then forward to the Vice President for Learning.

In granting sabbatical leaves, the criteria considered will include:

- needs of the College
- value to the College and employee
- reasonable distribution of applicants within the College
- merit of the leave request
- previous leaves, if any
- agreement on post-sabbatical leave compensation

All sabbatical leaves must be approved by the President, at the recommendation of a review team comprised of the employee's manager, the Vice President for Learning, and a Human Resources representative.

The salary for an applicant on sabbatical leave shall be 50% of the employee's contract/annualized salary based upon the actual contract/annualized salary of the year of the sabbatical leave or a proration for the period of sabbatical if less than one (1) year. Payment shall be made to the applicant in accordance with payroll procedures as they apply to employees. An employee on sabbatical leave shall retain membership in the retirement system, retain insurance benefits, and accrue sick leave as other employees.

The individual on sabbatical leave may accept grants or scholarships while on leave; however, the employee's salary will be adjusted if the amount exceeds 100% of the annual contract/annualized salary in the year in which the leave is taken. The employee is required to report to the College the amount of additional income received from grants or scholarships. Outside employment during a period of sabbatical leave is prohibited without advance approval by Vice President for Learning.

The employee shall send his/her manager within thirty (30) days of the beginning of the sabbatical leave a written initial report of the sabbatical program and shall thereafter inform the manager in writing of his or her continuance of the program every two months. At the conclusion of the sabbatical leave, the employee shall submit a final written report of 300-500 words and any products created during the leave period. If the leave has been used to attend classes, the report must be accompanied by an official transcript or other evidence of completed credits.

The employee accepting payment for sabbatical leave is obligated to return to the service of the College for at least four times the sabbatical leave granted or up to two years, whichever is less. The employee is obligated to return the full amount of compensation received if the reporting and post-sabbatical employment requirement conditions are not fulfilled. Failure to

return according to agreement will be considered a voluntary termination, unless the failure to return is due to an illness or disability.

If an employee on sabbatical leave is not fulfilling the purpose for which the leave of absence was granted, the President may terminate the sabbatical leave after giving the employee an opportunity to be heard.

In most cases, an employee returning from sabbatical leave will return to the same position. However, the College reserves the right to reassign the employee to a position within his or her field and is not obligated to return the employee to his or her original assignment.

### **Unpaid Leave of Absences**

An unpaid leave of absence may be granted by the College for ill health after using up accumulated sick leave or other unique situations that may arise and will be dealt with on a case-by-case basis. Please contact Human Resources to request an Unpaid Leave of Absence.

*Adopted: 04/13/21(verbiage taken from existing Employee Handbook)*

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