**Leave of Absence – Health, Study, Travel – Unpaid**

A. Full-time administrators may be granted a leave of absence without salary or benefits for health, study, travel or other justifiable reasons as may be approved by the President.

B. Formal leave of absence for all purposes shall be for a minimum of two (2) months and a maximum of one (1) year.

C. An administrator with at least three consecutive years of service may request in writing a leave without pay. This request should be directed to the President for approval.

D. Upon returning to the College following a leave of absence the administrator may be assigned to the same position or one of equal grade or to a position agreed to prior to the leave (unless such position(s) are eliminated). Failure to return to work upon scheduled expiration of the approved leave will result in separation from College employment without severance benefits.

E. No more than one (1) administrator may be granted leave at one time.

F. In case more applications are received than can be granted, precedence shall be granted in order of seniority and/or date of application.