



Northern Marianas College Procedure

Procedure No.: 5010.15 Procedure Title: Leave Without Pay
 Issuing Date: 9/26/13 Adoption Date: 9/30/13 Effective Date: 9/26/13
 Office of Origin: Human Resources Office
 Procedure Approval Authority: President *[Signature]*
 Board Policy No. Associated with this Procedure: 5010
 This Procedure Supersedes/Replaces: 2011 BOR Policy Part VI.G

The written steps necessary to appropriately and uniformly perform a task in carrying out policies and activities of the College.

Overview/procedure description This procedure describes the College's procedure for requesting, approval, and utilization of Leave Without Pay.

Areas of Responsibility The appropriate Dean or Director, with the Department Chair's recommendation and approval of the President, may grant an employee's request for leave without pay for a period up to 30 calendar days for justifiable personal, business, or professional reasons. Leave without pay may be extended for up to one year with the approval of the President, upon recommendation by the appropriate Dean or Director. Employees must exhaust all accrued leave prior to using leave without pay.

Procedure details An employee desiring extended leave without pay shall prepare a letter of request addressed to the employee's Dean, or Director, explaining in detail the reasons for the request.

No type of leave benefit shall be earned during periods of leave without pay. Periods of leave without pay in excess of 80 work hours shall not be credited as service for annual service increases, increased earning of annual leave and sick leave, or any other service benefits. The employee's service date will be adjusted for time spent on leave without pay in excess of 80 work hours.

Employees wishing to continue insurance coverage while on leave without pay for any period that includes an unpaid pay period must pay both the employee and employer premiums directly to the NMC Finance Office.

Leave without pay that is taken without approval will be considered as Absence Without Leave (AWOL) and will be treated as a disciplinary matter.

A grant of leave without pay is solely within the discretion of the President.