



406 POLICY - Leave of Absence

406.1 Statement of Policy

An unpaid leave of absence may be granted to a full-time employee of Redlands Community College under extenuating circumstances when no other leave is available to the employee. The College President can approve an employee's request for such leave. Any request for a leave of absence must be submitted in compliance with the procedure published in the Procedures section of the Policies and Procedures Manual.

406.2 Sabbatical Leave of Absence

Redlands Community College does not provide sabbatical leave of absence to its employees.

Adopted 1976

Revised February 2001

Revised February 2014

Revised September 2018



406 PROCEDURE - Leave of Absence

406.1:1 Requesting Leave of Absence

A full-time employee of Redlands Community College may request an unpaid leave of absence when extenuating circumstances exist and no other leave is available to the employee. The request must be submitted in writing to the employee's immediate supervisor and must specify the reason for the request and the dates of the requested leave. If approved by the immediate supervisor, the request is submitted to the next higher level of administrative authority, and, if approved at each level, continues up through the chain of authority to the College President.

406.1:2 Terms of Leave of Absence

An employee's request for a leave of absence must specify all terms of the requested leave, including proposed arrangements for continuation of employee benefits, if any. If the request is granted by the President, the approved terms and conditions of the leave of absence will be specified in written notice to the employee.

Adopted 1976

Revised February 2011

Revised January 2014

Revised September 2018