

64-200-1

EXTENDED LEAVE OF ABSENCE WITHOUT PAY (PROCEDURE)

1. The employee will submit a request for Extended Leave of Absence without Pay (ELWOP) to his or her immediate supervisor no later than the end of the Fall semester of the academic year preceding the year for which ELWOP is requested.
2. The supervisor will make recommendations and forward the request to the College President.
3. Upon the approval of the President, the employee's request will be forwarded to the Board of Trustees.
4. The immediate supervisor will ensure that adequate replacement is available