

**ARTICLE 15**  
**LEAVES OF ABSENCE WITHOUT PAY**

- 15.1 An Instructor may be granted a leave of absence without pay for the duration of an appointment for the following purposes/reasons:
- a. loan of an employee to another governmental agency;
  - b. family leave;
  - c. temporary incapacity due to illness or injury or periods of disability related to pregnancy;
  - d. student teaching, as required, for employees enrolled in credential programs;
  - e. other satisfactory reasons.
- 15.2 A written application for a leave of absence without pay or an extension of a leave of absence without pay shall be submitted to the President no later than fifteen (15) calendar days, or as soon as practicable, prior to the start of the appointment. The President shall determine if such a leave shall be granted and the conditions of such a leave, and shall respond to the application within five (5) days of the request. Subject to operational considerations, applications for leaves of absence will not be unreasonably denied.
- 15.3 An Instructor who is on a leave of absence without pay shall not return to active pay status prior to the expiration of such a leave without written approval of the President.
- 15.4 A leave of absence granted pursuant to Section 15.2 for less than the period of appointment assures the Instructor a right to return prior to the end of the Instructor's appointment to the same courses the Instructor was teaching, unless the parties mutually agree otherwise.
- 15.5 When requested by the appropriate administrator, an Instructor granted a leave of absence without pay shall provide verification that the conditions of the leave were met.
- 15.6 The campus leave of absence procedure that applies to staff employees will also apply to Instructors.
- 15.7 The granting or denial of leaves of absence without pay pursuant to Provisions 15.1 through 15.4 shall not be subject to Article 7, Grievance Procedure, unless it is alleged that the terms of this Article have been violated, misinterpreted, or misapplied.

- 15.10 The leave of absence of Instructors eligible for such leave pursuant to this Article shall terminate upon the expiration of that Instructor's remaining appointment.