



POLICY 208: *Other unpaid leaves of absence*

(EH)

Effective: 2010

Other unpaid leaves of absence:

Other leaves of absence without pay may be granted upon mutual agreement between the employee and Bluffton University, and if adequate provisions can be made for covering the position during the leave. All requests for unpaid leaves of absence should be submitted in writing to one's supervisor. Each request should provide sufficient detail such as the reason for the leave, the expected duration of the leave, and relationship of family members, if applicable.

The employee is normally responsible for the cost of all benefits during unpaid leaves of absence.

Time off for hourly employees for any reason during a working day will count first against allotted sick days or vacation days, as appropriate, in hourly, quarter day, half day or full day increments. Thereafter, unless specified otherwise, any time off will be without pay.

Failure to return to work as scheduled from an approved leave of absence or to inform one's supervisor of an acceptable reason for not returning as scheduled will be considered a voluntary resignation of employment.

In the event of an unpaid leave of absence from Bluffton University, the employee will be responsible for paying the total premiums for continuing insurance coverage for him/herself, spouse and dependents. Failure to do so may result in loss of insurance coverage and possible refusal by the insurance carriers to allow coverage to be reinstated following the leave of absence. Please consult with the director of human resources or the business office to set up a payment schedule to maintain the insurance coverage during the leave.