



Summary of Employee Benefits (Leave)

Personal Leave (without pay)

[DEC \(LOCAL\)](#)

Eligibility The Chancellor has the authority to grant a paid or unpaid leave of absence for personal or medical reasons to be limited to a total of 12 months.

Benefits All applicable leave must be utilized before an unpaid leave of absence is approved. Such period of absence shall not be considered a break in service.

An employee who takes sick leave for an entire semester may not count that semester to satisfy the required probationary time for tenure, promotion-in-rank, or service awards.

Vacation and sick leave will not accrue during an unpaid leave of absence. An employee on this type of leave is responsible for paying the full cost of his or her insurance premiums.

Accrual Does not accrue.

Cost to Employee Annual salary will be reduced by the percentage of the work load reduction.
