

## LEAVE OF ABSENCE CONDITIONS AND REQUIREMENTS

The numbers of days in a leave of absence are counted beginning with the first day of the student's initial leave of absence in a 12-month period. The leave of absence cannot exceed 180 days in any 12-month period. A student may only be granted one leave of absence during any 12-month period. One subsequent leave of absence may be granted if:

1. the subsequent leave does not exceed 30 days;
2. the institution determines that the subsequent leave of absence is necessary due to unforeseen circumstances; and
3. the total number of days of all leaves of absence does not exceed 180 days in any 12-month period.

Subsequent leaves of absence may be granted for documented jury duty, military reasons, or circumstances covered under the Family and Medical Leave Act of 1993, provided that the total number of days of all leaves of absence does not exceed 180 days in any 12-month period.

Note: A leave of absence need not consist of consecutive days when granted. It is the responsibility of the Director to monitor all leaves of absence in order to assume the college is in compliance with the Federal Leave of Absence Regulations.