

**KIBOGORA INSTITUTE A.K.A.
"KIBOGORA POLYTECHNIC"**



**PROCEDURE FOR REQUESTING
LEAVE OF ABSENCE**

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Objective:

To provide a process for the request and approval of a leave of absence for regular employees.

Who is affected?

Regular staff (exempt and non-exempt) who will not be doing work in KP for at least two weeks, and who will not be using paid time off. Departments must initiate leaves of absence when appropriate

Procedures:

➤ **Making a Request for Leave**

The employee desiring to take a leave of absence must submit a written request to his or her supervisor and department head, explaining the reason for the leave and the amount of leave time desired. The minimum duration of a leave of absence is two weeks and the maximum is one year. Extensions may be requested in writing.

➤ **Required Approvals for the Leave**

The terms and conditions of the absence must be agreed upon by the staff member and his/her supervisor, and must be approved by the executive director of Human Resources and the appropriate vice president or vice chancellor.

➤ **Typical Use of Leave of Absence**

A leave of absence ordinarily is requested when sick and annual leave have been exhausted, and the employee is unable to return to work due to medical, personal, educational, or military reasons. If the leave of absence without pay is requested for medical reasons, a physician's statement may be required.

➤ **Reporting the Leave of Absence**

The reporting is via by letter, call or phone message (sms).

➤ **Fraudulent Leave Requests**

If an employee requests a leave of absence under false pretenses, the employee is subject to termination for misrepresentation.

➤ **Suspension of disciplinary actions**

Being placed on a leave of absence temporarily suspends any disciplinary processes that are in place at the time of the leave of absence, but does not keep disciplinary steps from continuing once the leave has ended.

➤ **Employee's Failure to Return to Work at the End of Leave**

In the event the employee decides not to return to work at the end of the leave period, the employee will be terminated. Should collect a resignation letter from the employee for placement in the personnel file. If the employee is unable to return to work after the leave period, the department will notify the employee of the expected date of return. Failure to return on that date will be considered a resignation.

➤ **Filling the Leave Employee's Position**

DAF must be contacted to fill the leave employee's position temporarily or to hire another person for the position.

➤ **Reinstatement Following Leave**

Following a leave, the staff member has an opportunity to return to his/her job if the funding and position remain intact. The staff member must discuss the request for a leave

of absence and return-to-work plans with his or her supervisor prior to the start of the leave. If the leave was for a medical reason, a physician's release will be required to return to work. If the staff member's position was eliminated while on leave, or the position had to be filled, the department will work with Human Resources to explore the possibility of placement elsewhere in university employment.