



OKLAHOMA CITY COMMUNITY COLLEGE

NO. 2212 LEAVE WITHOUT PAY

- 1.0 “Leave without pay” (“LWOP”). OCCC maintains comprehensive leave policies, and, as a general rule, LWOP status is not permissible without prior approval as specified in the policy. Unauthorized LWOP may result in disciplinary measures, including termination.
- 2.0 OCCC may grant leave without pay on a limited basis, subject to certain conditions. Regular full-time employees are eligible to request LWOP, which will be evaluated based on job performance, attendance records, and departmental/division requirements. Approval from the immediate supervisor, the Executive Leadership member in the employee’s chain of command, and the Vice President of Human Resources is mandatory.
- 3.0 Failure to return to work promptly after the approved LWOP period, without an approved extension or providing required documentation, will be deemed a voluntary termination of employment.
- 4.0 When LWOP is requested as a reasonable accommodation pursuant to Section 504 of the Rehabilitation Act and the Americans with Disabilities Amendments Act of 2008 or Family Medical and Leave Act (FMLA), all requirements of the law shall be met.
- 5.0 To request LWOP, an employee must have exhausted all applicable accrued compensatory, sick, personal, and vacation leave.
- 6.0 No personal, vacation, or sick leave will accrue during any leave of absence without pay, except when the leave is approved pursuant to section 2.0 of this policy and the duration of the leave is less than twenty (20) consecutive working days. Salary increases or other stipends will not be granted until the employee returns to active work and any such increases will not be retroactive.
- 7.0 Disciplinary Leave without Pay. A supervisor may place an employee on disciplinary leave without pay when it is deemed necessary as a disciplinary action. Any disciplinary leave without pay actions must be approved by the Vice President of Human Resources.
- 8.0 Insurance benefits will be continued during a period of LWOP, but the employee will be responsible for paying the employee portion of the premium. Employees shall contact the Benefits Office in Human Resources prior to the leave for further information. During FMLA leave, the College's contribution to the employee’s insurance benefits will be maintained.
- 9.0 It is the responsibility of the employee and the employees’ immediate supervisor to appropriately document any leave of absence as outlined in this policy with the designated leave management system.

Effective: November 14, 2023