

Other Leaves of Absence

Other leaves of absence, time off without pay for situations not included in FMLA leave may be granted if, in the opinion of the Seminary, such a leave would serve in the best interests of the institution.

- Such leave must be applied for in advance to the vice president, who then consults with the president.
- Sick leave and vacation leave do not accrue during a leave of absence without pay.
- A leave of absence may be granted for a period of time not to exceed three consecutive calendar months.
- During a leave of absence without pay, an employee may continue all life, medical, and disability insurance coverage by working with the Human Resources Department to pay the premiums to the Business Office. No break in continuous coverage results. During the first full month of a leave of absence, an employee pays the employee share of insurance premiums; after the first full month of a leave of absence, the employee pays the entire insurance premium costs.
- Because contributions to an employee's retirement plan are based on a percentage of salary, during a leave of absence without pay, both the Seminary's and the employee's contributions are suspended.
- Part-time employees are eligible for leave of absence without pay only if, in the opinion of the Seminary, such a leave would serve the best interests of the Seminary.