MCC Personal and Medical Leave Requests

Summary
Should an employee not be eligible for a Family and Medical Leave, a Leave of Absence for personal reasons may be requested in 6 month increments and must be approved by the appropriate supervisor, college president/vice chancellor with concurrence of the Vice Chancellor of Human Resources. If known in advance, an employee may request a Personal Leave longer than 6 months with approval from the supervisor, college president/vice chancellor with concurrence from the Vice Chancellor of Human Resources.

Note:
Personal Leave for Medical Reasons will be coordinated between the Leaves area at the District Office and the Associate Dean for Human Resources at MCC. A similar decision making process will be used, but will be coordinated by the Associate Dean.

Step One
Personal Leave for Non-Medical Reasons:
Put request for personal leave in writing and discuss request with department chair or supervisor and Dean. Request will need to be put in writing for decision making.

1. Type of Leave Requested
2. Start Date and End Date of Leave
3. Paid or Unpaid Request

Step Two
If supported, Department Chair/Supervisor in conjunction with Dean will add the following information to the employee’s request:

2. Plan for Backfill
3. Justification - Justification should address MCC Guiding Principles for Decision Making as follows:
   a. How will this personnel action benefit students and student learning? What is your strategy to minimize negative impact on students?
### Step Three
The employee will call the Leaves area, at District, (731-8448), to request a leave consultation. They will explain the difference between paid and unpaid leave and the insurance ramifications. Once employee has discussed their leave the leaves area they will send notification to MCC Associate Dean of Human Resources who will work with employee to complete a Leave Request Form.

### Step Four
The Associate Dean of Human Resources will consult with the appropriate Vice President and together they will make a recommendation to the College President who will give the final review and approval.

### Step Five
Once a decision has been made, the Associate Dean of Human Resources will notify employee, supervisor and Dean. Associate Dean will notify District and process forms.

### Step Six
Final approval is given by the Vice Chancellor of Human Resources.

### Links:
**Personal Leave of Absence:**
http://www.maricopa.edu/employees/divisions/hr/benefits/leaves/personal