1. Maternity Leave

A full-time employee of a System institution will be granted up to a maximum of one year of maternity leave without pay. Persons on maternity leave without pay resulting from pregnancy will be paid for earned sick leave on request. A person who resigns instead of taking maternity leave cannot be paid for accumulated sick leave. Persons taking maternity leave to stay home with adopted children will not be paid for earned sick leave. Leave earnings will continue for the period covered by maternity leave payments. The tenure status of persons on maternity leave will not be affected.

2. Personal Leave

The Chancellor may grant up to one year of personal leave without pay to a full-time employee on the written request of the President to the Chancellor. Such request shall state that the leave without pay will not hamper the normal routine operation of the institution. The tenure status of persons on personal leave without pay will not be affected.

3. Professional Leave

Up to a maximum of one year of professional leave without pay shall be granted to a full-time tenured faculty of an Alabama Community College System institution upon approval by the Chancellor if, in the judgment of the President, the purposes of the institution and the objectives of the department are not hampered by the absence.

3.1. Other full-time employees may be granted professional leave, without pay, for a period not to exceed one year upon approval by the Chancellor if, in the judgment of the President, the purposes of the institution and objectives of the department are not hampered by such leave without pay.

3.2. Professional leave will be granted only on written request from the President and approval of the Chancellor.

4. Family and Medical Leave Act Leave

The Family and Medical Leave Act I (FMLA) was passed by Congress to balance demands of the work place with needs of families, promote stability and economic security of families, and promote national interests in preserving family integrity; minimize the potential for employment discrimination on the basis of gender by ensuring generally that leave is available for eligible medical reasons (including maternity-related disability) and for compelling family reasons; and promote the goal of equal opportunity for women and men.
The State Board of Education and the institutions under its direction and control shall comply with the requirements of the FMLA. Those institutions shall administer the FMLA in conformance with regulations and guidelines promulgated by the Chancellor.

5. Emergency Leave

Leave for emergency reasons may be granted without pay for up to a maximum of one year on written recommendation by the President and approval by the Chancellor. The tenure status of persons on emergency leave without pay will not be affected.