# Employees on Extended Leave

# Supervisor Responsibilities

(keys and electronic services and devices)

The purpose of this procedure is to take a proactive approach in preventing employees from working during extended leave including Family Medical Leave so the employee may recuperate without concerns of performing work. Additionally, when an employee is allowed to work while receiving disability benefits or worker’s compensation, there may be a possibility of insurance fraud. Annual (vacation) leave or non-contract time are not subject to the extended leave procedures.

The supervisor should contact the Human Resources Office for questions regarding benefits/leave and the departments listed below for each responsibility.

**Definition:**

Extended Leave Leave greater than 14 calendar days.

**Responsibilities:**

The supervisor is responsible to follow the process below:

1. **Electronic Services** (Information Technology Department)
   1. Send an e-Support ticket to [IT@sccc.edu](mailto:IT@sccc.edu) and request:
      1. To disable “active directory” for the employee who is on leave;
      2. To forward email to the supervisor. The supervisor may choose to designate another associated staff member to receive the e-mail.
   2. Prior to the employee’s return send an eSupport ticket to [IT@sccc.edu](mailto:IT@sccc.edu) indicating the date the employee is returning and services to activate such as active directory and email. *(Send ticket when a return date is known, if date of return is extended go to the eSupport section on myCampus/Portal and update the ticket).*
2. **Electronic Devices** (Multi-media Department)
   1. Collect electronic devices e.g., cell phones, laptops, tablets, etc.
   2. Retain devices in a secure area until the employee returns to work
   3. Forward phone calls to supervisor’s phone or designate another staff member to receive employee’s calls.
3. Press CfwdAll soft key (LED display)
4. Enter appropriate extension or MESSAGES (for voice mail)
5. To cancel, press CfwdAll soft key again
6. **Keys** (Building, Grounds and Security Department)
   1. Collect college keys (If employee is not available to provide keys to the supervisor in advance of the extended leave, then SCCC/ATS security will be responsible for obtaining the keys from the employee.)
   2. Retain keys in a secure area until the employee returns to work
   3. Email [security@sccc.edu](mailto:security@sccc.edu) informing the department of employee’s extended leave and collection of keys

**Employees on extended leave are welcome to public access areas on campus e.g., library, Wellness Center, theater, etc.**

**Example 1:**

Employee is on undetermined leave and is requesting leave in weekly increments.

After the first week, leave is extended for an additional week. *Extended Leave procedures are not in force, if the employee will be returning at the end of the 2nd week.* An additional extension past the 14 calendar days requires the supervisor to utilize the Extended Leave process.

**Example 2:**

Employee gives employer advance notice of surgery and will be off for more than 14 calendar days. Supervisor will immediately start the Extended Leave process.

All information must be kept confidential.