

**Leave Policy:** Employees are eligible to take up to 12 weeks of unpaid family/medical leave or up to 26 weeks of unpaid family leave to care for an injured service member (Armed Forces, National Guard, and Reserves) within any 12-month period and be restored to the same or an equivalent position upon your return from leave provided you: (1) have worked for the College for at least 12 months, (2) have worked at least 1250 hours in the last 12 months; and (3) are employed at a worksite that has 50 or more employees within a 75-mile radius. The “12-month period” is a rolling period, measured backward from the date a leave is to be taken.