



Section: PUPILS
Title: ADULT EDUCATION PRG
 VOLUNTARY MEDICAL
 LEAVE OF ABSENCE
Adopted: June 17, 2014
Revised:

	<p align="center">248. ADULT EDUCATION PROGRAM – VOLUNTARY MEDICAL LEAVE OF ABSENCE</p>	
	<p>It is the mission of the Lebanon County Career and Technology Center (LCCTC) to provide students with the skill, knowledge, and understanding necessary to obtain employment, advance in careers, pursue postsecondary education and enrich their lives.</p> <p>The LCCTC recognizes that students may experience physical or psychological health issues that significantly impact the ability to function successfully or safely in the LCCTC Adult Education Program. In such situations, students may decide that time away from study for treatment and recovery is necessary. LCCTC has an interest in students receiving appropriate care for their own health and safety and for the wellbeing of the LCCTC community.</p> <p>Students may request a voluntary medical leave of absence (MLOA), which, if granted, allows for a break from enrollment in the LCCTC program in order to receive necessary medical treatment. It is expected that any time spent away from LCCTC in connection with a MLOA will be exclusively for treatment and recovery.</p> <p>LCCTC may establish criteria regarding eligibility for re-enrollment in the educational program including, but not limited to, evidence that the condition that precipitated the need for MLOA has been addressed and no longer adversely impact the student's ability to function safely as part of the LCCTC community. All decisions regarding re-enrollment after an approved MLOA shall be made by the LCCTC Re-enrollment Committee in accordance with the applicable provisions of this policy.</p> <p><u>Medical Leave of Absence (MLOA) Process</u></p> <p>The following procedures provide the framework for the individual approach LCCTC utilizes in assessing each student's eligibility for a MLOA and re-enrollment at the conclusion of such leave:</p> <p><u>Student Requests for MLOA</u></p> <p>To request a MLOA under this policy a student shall:</p> <ol style="list-style-type: none"> 1. Contact the Adult Education Program Coordinator to discuss the reason for the MLOA request and, if requested, arrange for a licensed healthcare provider currently treating the student to communicate with LCCTC to convey the healthcare provider's professional opinion as to the advisability of the student taking a MLOA. 2. Complete the LCCTC Medical Leave Of Absence request form and submit it to the Adult Education Program Coordinator. 	

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3. Provide necessary release forms permitting the student's licensed healthcare provider to discuss the request for MLOA with designated LCCTC personnel and to provide relevant medical records, information and recommendations pertaining to the request for MLOA.

LCCTC Review of Student Requests for MLOA

The LCCTC MLOA Committee is responsible for reviewing and either granting or denying any request for MLOA. Request for MLOA shall only be granted if, upon review of all necessary information required under this policy, the Committee determines that health issue(s) significantly compromise the student's ability to fully participate in the program or to remain part of the LCCTC community and therefore necessitate a leave of absence.

The length of any approved MLOA will be determined by the Committee, on a case-by-case basis, after review of all of the information provided. MLOA shall be for a prescribed period of time and shall not be permitted to continue indefinitely. The purpose of a MLOA is to aid the student's return to the LCCTC program in a manner that maximizes the opportunity for success and is conducive with the needs and goals of the student and the LCCTC community. Students granted a MLOA shall be provided with all necessary information regarding LCCTC's re-enrollment process and procedures at the time the MLOA is approved.

Request for Re-enrollment Following MLOA

Students wishing to re-enroll following a MLOA, must take the following steps to initiate the re-enrollment process:

1. At least 6 weeks in advance of the desired return date, the student shall contact the Adult Education Program Coordinator to discuss re-enrollment. The student's request for re-enrollment will be considered by the MLOA Committee, which is comprised of senior administrators and/or faculty and other LCCTC personnel as appropriate.
2. The student must make arrangements with the Adult Education Program Coordinator to address any unfinished coursework required to be completed prior to returning from MLO
3. Student shall submit a Re-enrollment Healthcare Provider Form and the necessary authorization to release information.
4. Student shall provide a brief (1-2 page) statement describing (1) activities undertaken while on MLOA, (2) current understanding of the factors that necessitated the request for MLOA and how those factors have been addressed through treatment, and (3) the student's plan for successful return to the academic program. The Committee reserves the right to request additional information from the student if such information is necessary to make reach a decision regarding the re-enrollment request.

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Upon review of the required re-enrollment materials, the Committee will determine the student is ready for successful return to the academic program. In some cases, it may be necessary for the Committee to request that the student undergo additional assessment(s) prior to approving re-enrollment. In such situations, a representative from the Committee will contact the student to discuss that rationale for making such request.

The Re-enrollment Committee shall notify the student of its decision (typically within 3 weeks of the submission of all requested information). At that time, the student will be advised of any applicable academic requirements the student must fulfill upon re-enrollment.

If the request for re-enrollment is denied, the student will be advised of the decision in writing along with recommendations for actions the student is required to take prior to resubmitting the request.

Re-enrollment Appeal Process

Decisions denying a request for re-enrollment shall be made in writing and submitted to the LCCTC Administrative Director within 10 business days of receipt of notice of denial. Students should attach to the letter of appeal any information believed to be relevant to the re-enrollment decision. The Administrative Director's decision shall be final.

Students with Disabilities

Students with disabilities may be eligible for reasonable accommodations and/or special services in accordance with the Rehabilitation Act of 1973 and the Americans with Disabilities Act (ADA). Students are responsible for communicating requests for academic accommodations in accordance with the LCCTC Adult Education Program Students with Disabilities Policy. Further inquiries regarding requests for accommodation should be directed to the Adult Education Program Coordinator.

Confidentiality

All documents related to requests for MLOA are considered confidential and are not part of the student's permanent academic record. When documentation supporting a request for MLOA is requested and/or received, a student will be asked to sign an appropriate release form. This form enables LCCTC to involve appropriate individuals (including personnel within LCCTC and treating physicians, therapists, counselors, etc.) in the process of considering the request for MLOA.