



# Recommendation Signatures Form

Date of College Affairs meeting initial presentation: 05-03-2019

Presenter(s): Diana Glenn & Laura Boehme

Title of Proposal: Medical Leave Assistance Program Disbursement Committee removal of committee from Policy section & add HR-7-1 Medical Leave Assistance Program (MLAP) to Procedure

Check the following:     First Reading         Second Reading         Consent Agenda

College Affairs Recommendation (Check all that apply)

Approve the proposal as submitted

Approve an amended proposal

Vote against the proposal

Postpone reading and/or motion until: \_\_\_\_\_

Create a task force to broaden the discussion

Refer the issue elsewhere (e.g. faculty or administrator consultant, another committee) for broader review and consideration.

GPM changes submitted to College Affairs Committee support specialist

Submission Date: 5/3/19

\_\_\_\_\_  
Chair of College Affairs

Action taken by College President:  Approved     Denied     Tabled

6/19/19                        
Date                              College President

## 2<sup>nd</sup> Reading – College Affairs, 5/17/17

### Proposal →REMOVE GPM Policy G-6-9.8 Medical Leave Assistance Program Disbursement Committee (MLAP)

~~CHARGE: The Medical Leave Assistance (MLAP) Program is a voluntary contribution program to provide income assistance for employees who do not have sufficient accrued leave(s) to cover their own medical leave of absence; complete details of the MLAP plan are available through the Office of Human Resources. The MLAP Disbursement Committee develops the operational guidelines for use of MLAP dollars and review applications from potential recipients.~~

#### ~~Membership, Voting Status and Terms~~

|                                  |   |                       |                     |
|----------------------------------|---|-----------------------|---------------------|
| <del>Administrator (1)</del>     | <del>Appointed by the President</del>               | <del>Voting</del>     | <del>2yr</del>      |
| <del>Faculty (1)</del>           | <del>Elected by Faculty Forum</del>                 | <del>Voting</del>     | <del>2yr</del>      |
| <del>Classified Staff (1)</del>  | <del>Selected by CACOGC President or designee</del> | <del>Voting</del>     | <del>2yr</del>      |
| <del>At large Employee (2)</del> | <del>Elected by MLAP Committee</del>                | <del>Voting</del>     | <del>2yr</del>      |
| <del>Human Resources (1)</del>   | <del>Appointed by the Director of HR</del>          | <del>Non-Voting</del> | <del>Standing</del> |

**ADD NEW GPM Procedure** – include under HR-7 as a new leave program item

#### **HR-7-1 Medical Leave Assistance Program**

The Medical Leave Assistance Program (MLAP) is a voluntary leave program available to benefited employees. MLAP provides income assistance to eligible employees on approved medical leave of absence who have exhausted sick pay and vacation accruals. Employees receiving assistance must be approved for protected leave under federal and state leave laws. Employees must contribute to the MLAP fund in order to receive income assistance.

Human Resources will maintain the MLAP voluntary leave program, in alignment with federal and state leave laws when verifying eligibility to participate and disbursement of funds. The participating employee is responsible to pay monthly contributions to the MLAP fund based on their FTE. Additionally, should the employee need income assistance, the employee must complete an application to draw funds from the MLAP program. If approved, the employee will be responsible to continue paying their monthly health insurance premium costs and any other voluntary benefit selections while receiving MLAP funds. Income assistance for eligible members shall consist of wages (subject to a cap) and

employer paid benefits at the same levels prior to their absence for up to a maximum of sixty (60) contracted workdays. Enrollment is only offered during the new hire process or the annual open enrollment period. For more information, employees can contact Human Resources or visit the HR website on the COCC employee intranet.