



**Presentation/Proposal Form**  
**Update GPM-9.8**

Name: \_\_\_\_\_

Date: \_\_\_\_\_

Department: \_\_\_\_\_

Contact Information: \_\_\_\_\_

- ❖ Complete Items 1–8 to the best of your ability (see Instructions form for reference).
- ❖ If an item listed is not relevant to your specific presentation to College Affairs, please mark it *N/A*.
- ❖ E-mail the completed checklist to the College Affairs committee support specialist by the specified deadline.

**1. PRESENTATION/PROPOSAL ABSTRACT (150–250 words)**

**2. TYPE OF PRESENTATION/PROPOSAL**

- Information Item (requires approval of CA Chair)
- Action Item
  - Information and committee feedback
  - Procedure—*revision* (Attach current procedure with proposed changes highlighted using track changes.)
  - Procedure—*new* (Attach proposed procedure separately.)
    - Identify suggested location in *General Procedures Manual*: HR-7-1

- Policy—*revision* (Attach current policy with proposed changes illustrated with track changes)
- Policy—*new* (Attach proposed policy separately.)
  - Identify suggested location in *General Policy Manual*: \_\_\_\_\_
- Other: \_\_\_\_\_

### 3. BUDGET IMPACT

### 4. INSTRUCTIONAL REQUIREMENTS/IMPACTS

### 5. OPERATIONAL IMPACT

**6. STUDENT IMPACT**

**7. ANTICIPATED IMPLEMENTATION TIMELINE**

**8. MOTION TO BE RECOMMENDED**

**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 CACOCC 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

**HR-7-1 Medical Leave Assistance Program (MLAP)**

The Medical Leave Assistance Program (MLAP) is a voluntary leave program only available to benefited employees. MLAP provides income assistance to eligible employees with an approved medical leave of absence, who have exhausted sick time and vacation pay accruals. Participating employees must also be eligible for protected leave under federal and state leave laws.

Human Resources will maintain the MLAP voluntary leave program, in alignment with federal and state leave laws. HR will verify employee eligibility prior to participation in the program and disbursement of funds. The benefited employee is responsible to pay a monthly premium should the MLAP request be approved. 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. In order to apply, employees can contact Human Resources or visit the employee intranet, Human Resources/HR Forms/Leave Forms to access the MLAP Benefit Application Form and associated instructions.