

Frequently Asked Questions	
	employee to resume all usual duties. If applicable, the form must clarify if there are limitations on the ability of the employee for performing certain tasks.
✓ Will the college pay me for my unused sick leave upon my departure?	✓ Yes, up to a maximum of 240 hours.
✓ Can I transfer my unused leave to my next employer?	✓ You may, if the new employer will accept your leave earned at the college. Find out from your employer and advise HRO.

Leave Benefits

The college provides various types of leave to eligible full time regular employees. Leave requests must be submitted in writing using existing forms; retrievable from the college websites, Business Office or a staff member from the Business Office.

Leave Application Process

An employee will complete the leave application form and route it through the process below. There is leave that requires approval of only the immediate supervisor; while other situations require additional approval of a vice president or the president. An employee must submit the leave request prior to taking the leave, as well as any supporting information that will explain and justify the extended leave from work.

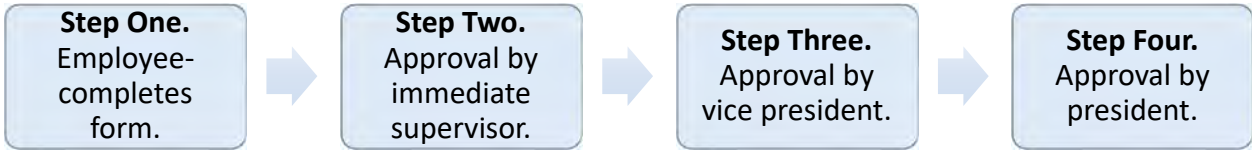


Figure 6.1. The Path for Approving Employee Leave

Annual Leave

Annual leave is granted by immediate supervisor upon request to allow employee to conduct personal business including vacation. This authority is limited to the first 320 hours of leave; the president will approve subsequent and extended leave. Unused leave hours are carried from year to year. Upon departure from the college, the college will pay out a maximum of 240 hours accrued at that time.

Sick Leave

Sick leave is granted by immediate supervisor upon request because of an employee's inability to perform duties due to temporary illness or injury of the individual employee or employee dependents. This authority is limited to the first 320 hours of leave; the president must approve subsequent and extended leave. Unused leave hours are carried from year to year. Employees will be paid during approved sick leave. Upon separation from the college, an employee loses unused leave. An employee must submit a medical clearance to attach to the leave application form when on sick leave for more than three days in a row.

Donated Sick Leave

Donated sick leave is granted by the president on account of an employee's inability to perform duties due to catastrophic prolonged personal illness or injury verified by a licensed physician's report. This leave benefit is limited to six months within the fiscal year.

Maternity Leave

Maternity leave is granted by the immediate and relevant campus dean or vice president because of an employee's inability to perform duties due to childbirth. This leave benefit is limited to ten working days, counting from the date of birth.

Paternity Leave

This leave is granted by the immediate and relevant campus dean or vice president because of an employee's inability to perform duties due to childbirth of the spouse. This leave benefit is limited to ten working days, counting from the date of birth.

Administrative Leave

Administrative leave is granted by president for multiple reasons, including those on the list below. Some types of leave require the employee to submit the request to the president, and some do not. Refer to Board Policy No. 6010 for details.

Table 6.1. Types of Administrative Leave and Required Documents.

Administrative Leaves	Documents Employee Must Provide to President
✓ Judicial Duty	Completed leave form endorsed by immediate supervisor and vice president and with subpoena/court documents.
✓ Bereavement	Completed leave form endorsed by both the immediate supervisor and vice president and with copy of death certificate and/or signed statement by employee and supervisor verifying the death in the family.
✓ Inclement Weather	None. A college-wide memorandum or message is issued by the president or his designee for this leave.
✓ Personal Leave	Completed leave form endorsed by the immediate supervisor.
✓ Worker's Compensation	Completed leave form endorsed by immediate supervisor and vice president and with physician's medical report, written report by

Administrative Leaves	Documents Employee Must Provide to President
	employee and supervisor about the accident/injury, and completed insurance forms.
✓ Voting	None. A college-wide memorandum or message is issued by president or his designee for this leave.
✓ Community Service	Completed leave form endorsed by immediate supervisor and vice president and written invitation or request from the external program requesting the employee's service. The written request must include the nature of the service requested of the employee, specific dates employee is needed and (if applicable) financial commitment of any kind for the employee.
✓ Investigation and other purposes	None. The president or his designee will issue a written notice to the concerned individual employee.