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I. LEAVE PROGRAM ADMINISTRATION AND RECORDS

The College Benefits Administrator shall be responsible for the administration of the leave program. The College's Payroll Office shall maintain leave records for all employees. The College will retain leave records for all separated employees for a period of at least seven (7) years from the date of separation or longer as determined by applicable law.

II. APPROVED LEAVE TYPES

The following types of leave are authorized for the College's employees in accordance with State and federal law and these policies and procedures:

- Sick Leave (Policy 3.2.5)
- Annual Leave (Policy 3.2.6)
- Educational Leave (Policy 3.2.7)
- Civil Leave (Policy 3.2.8)
- Workers' Compensation Leave (Policy 3.2.9)
- Bonus Leave (Policy 3.2.10)
- Voluntary Shared Leave (Policy 3.2.12)
- Family and Medical Leave (Policy 3.2.13)
- Community Service Leave (Policy 3.2.14)
- Military Leave (Policy 3.2.15)
- Bereavement Leave (Policy 3.2.16)
- Leave Without Pay (Policy 3.2.17)
- Holidays (Policy 3.2.18)
- Paid Parental Leave (Policy 3.2.19)
- Personal Observance Leave (Policy 3.2.20)
- Special Approved Leave (Policy 3.2.21)

III. ACCOUNTING FOR LEAVE AND LEAVE RATES

Absences from work during scheduled working hours shall be charged to the employee's appropriate leave account.

If an employee is unable to report for work, the employee shall notify the supervisor of the anticipated absence or tardiness as soon as possible, stating the reason and the anticipated length of absence.

Reduced hours full-time employees shall earn all leave types on a pro-rata basis. Where applicable, permanent part-time employees shall earn all leave types on a fifty percent (50%) basis.

REFERENCES

Statutory References	None
Regulatory References	None
Relevant Guidance	None
Policy Manual Cross-References	Referencing: ● All Other Leave Policies

POLICY HISTORY

January 1, 2025	Adopted.