I. PURPOSE **1**
II. EARNING LEAVE **1**
Automatically Earned & Credited or Applied Leave 1
Manually Earned & Credited Leave 2
III. REQUESTING & DOCUMENTING LEAVE **3**
Step 1: Obtain Supervisor Approval 3
Step 2: Maintain Documentation 3
IV. SUBMITTING THE MONTHLY LEAVE FORM **3**
Step 1: Consolidate Approved Leave 4
Step 2: Complete the Monthly Leave Request Form 4
Step 3: Submit by Deadline 4
V. ACCEPTABLE DOCUMENTATION **4**
VI. SPECIAL SITUATIONS **4**
Mandatory Leave Days 4
Adverse Weather & Emergency Closing Leave 5
VII. COMPLIANCE RESPONSIBILITIES **5**

I. PURPOSE

The purpose of this procedure is to standardize the process for requesting, approving, and reporting leave at the College. The order of the standard process is:

1. Earning Leave
2. Requesting & Documenting Leave
3. Submitting the Monthly Leave Form

II. EARNING LEAVE

Automatically Earned & Credited or Applied Leave

The following leave types are earned automatically, require no action by the employee, and are credited or applied as described:

- Adverse Weather & Emergency Closing Leave - Earned and applied automatically in accordance with Policy 3.2.21 - Special Approved Leave and 3.2.21.1 - Special Approved Leave Procedures.
- Annual Leave - Earned and credited monthly in the amounts specified in Policy 3.2.6 - Annual Leave.
- Bonus Leave - Earned and credited when allocated by the General Assembly as specified in Policy 3.2.10 - Bonus Leave.
- Community Service Leave - Earned and credited annually on a calendar year basis as specified in Policy 3.2.14 - Community Service Leave.
- Personal Observance Leave - Earned and credited annually on a calendar year basis as specified in Policy 3.2.20 - Personal Observance Leave.
- Sick Leave - Earned and credited monthly in the amounts specified in Policy 3.2.5 - Sick Leave.

Manually Earned & Credited Leave

The following leave types are only earned and credited or applied when the appropriate documentation procedures are followed as described:

- Bereavement Leave - Earned in the amounts specified in Policy 3.2.16 - Bereavement Leave upon submission of appropriate documentation to the Payroll Supervisor. This documentation should be submitted via the Monthly Leave Form when reporting leave used.
- Civil Leave - Earned in accordance with Policy 3.2.8 - Civil Leave upon submission of appropriate documentation to the Payroll Supervisor. This documentation should be submitted via the Monthly Leave Form when reporting leave used.
- Educational Leave - Earned in accordance with Policy 3.2.7 - Educational Leave upon approval by the Board of Trustees of a request submitted using the Educational Leave Request Form.
- Family Medical Leave Act (FMLA) Leave - Earned in accordance with Policy 3.2.13 - Family Medical Leave Act (FMLA) Leave and Procedure 3.2.13.1 - Family Medical Leave Act (FMLA) Leave upon submission of appropriate documentation to the Department of Human Resources.
- Leave Without Pay - Provided in accordance with Policy 3.2.17 - Leave Without Pay upon approval by the employee's supervisor and the President of a request submitted using the Leave Without Pay Request Form. Leave Without Pay may also be automatically assigned by the Payroll Supervisor for absences when all other available leave types have been exhausted.
- Military Leave - Earned in accordance with Policy 3.2.15 - Military Leave upon submission of appropriate documentation to the Payroll Supervisor. This documentation should be submitted via the Monthly Leave Form when reporting leave used.

- Paid Parental Leave - Earned in accordance with Policy 3.2.19 - Paid Parental Leave upon submission of appropriate documentation to the Payroll Supervisor. This documentation should be submitted via the Monthly Leave Form when reporting leave used. Documentation should only be submitted once and should not be submitted on subsequent Monthly Leave Forms for each qualifying event.
- Special Approved Leave - Earned in accordance with Policy 3.2.21 - Special Approved Leave and 3.2.21.1 - Special Approved Leave Procedures. Only applies to Special Approved Leave other than Adverse Weather or Emergency Closing Leave, which are earned and applied automatically.
- Workers' Compensation Leave - Earned in accordance with Policy 3.2.9 - Workers' Compensation Leave and Benefits upon submission of appropriate documentation to the Department of Human Resources.

III. REQUESTING & DOCUMENTING LEAVE

Adverse Weather & Emergency Closing Leave do not need to be requested or documented by the employee. All other leave types must be requested and documented. Earning leave does not guarantee that the employee will be able to use the leave as requested, though the College will make reasonable efforts to accommodate an employee's leave requests.

Step 1: Obtain Supervisor Approval

Employees must request leave in advance and receive approval from their supervisor prior to taking leave. Documentation of supervisor approval can be done using any of the following methods:

- **Calendar Invite**: Indicate leave times on your Google calendar or on a shared office calendar.
- **Email**: Send a leave request to the supervisor's College email address and receive written confirmation.
- **Google Chat** or other official communication platforms: Request leave via chat, ensuring there's a written record of the approval.
- Any other method, as long as it results in written documentation of the approval.

The supervisor should not request justifications or documentation to otherwise "prove" the validity of the leave request.

Step 2: Maintain Documentation

Employees should keep a record of the approval (e.g., saved emails, chat screenshots, calendar invites) for reference.

IV. SUBMITTING THE MONTHLY LEAVE FORM

The following leave types should not be submitted on the Monthly Leave Form:

- Adverse Weather & Emergency Closings
- Leave Without Pay
- Special Approved Leave

Step 1: Consolidate Approved Leave

At the end of each month, gather all documented leave approvals.

Step 2: Complete the Monthly Leave Request Form

Access the Monthly Leave Request Form in Etrieve. Fill out the form with all leave taken during the previous month, as approved by the supervisor. Submit annual, sick, and other types of leave on the same form when possible. Include required documentation as specified in Section V below.

Step 3: Submit by Deadline

Submit the completed form by the end of the first week of the following month (e.g., submit all leave taken in October by the end of the first week in November).

V. ACCEPTABLE DOCUMENTATION

The following forms of documentation are considered acceptable for the respective leave types and must be submitted with the Monthly Leave Form:

- Bereavement Leave - An obituary, death certificate, or other official documentation evidencing death.
- Civil - A jury summons or a note from the Clerk of Court, presiding judge, or other appropriate court official.
- Educational - A copy of the approved Educational Leave Request Form.
- Leave Without Pay - A copy of the approved Leave Without Pay Request Form.
- Military Leave - A copy of the military orders or other official documentation substantiating the nature, time, and dates of the leave being requested.
- Paid Parental Leave - A copy of the birth certificate, adoption papers, or other official documentation evidencing the qualifying event and the employee as the parent or foster parent of a child.

VI. SPECIAL SITUATIONS

Mandatory Leave Days

Employees should not submit Monthly Leave Forms for mandatory leave days, which shall be automatically deducted from the employee's Annual Leave balance. Employees may, however, request that mandatory leave days be charged to a different leave balance so long as the employee would otherwise have been able to charge leave against that particular balance had the mandatory leave day instead been a regular work day. If the employee is electing to charge mandatory leave days to a leave balance other than Annual Leave, the employee must submit a Monthly Leave Form specifying the appropriate leave days and leave type being charged.

From time to time, the College may elect to offer professional development training as a way to offset mandatory leave day charges. To earn this offset, employees must comply with the requirements placed upon the professional development training; failure to comply with these requirements will result in forfeiture of the offset and the charging of the mandatory leave days to the employee's Annual Leave balance. Any offset earned will be awarded automatically and the employee will not be required to submit any additional documentation or a Monthly Leave Form for the offset to apply.

Mandatory leave days do not include holidays. Employees may not use leave balances in an attempt to convert time off on a holiday into leave hours to be credited to one of the employee's leave balances (e.g., an employee who is sick on a holiday may not use sick leave on the holiday and request annual leave in lieu of the holiday).

Adverse Weather & Emergency Closing Leave

In the event that the College is closed due to adverse weather or emergency conditions, employees who are able to work remotely should do so. For staff employees, this may include, but is not limited to, using remote working technology to complete critical operational work assignments when unable to report to the employee's duty station. For instructional employees, this may include, but is not limited to, implementing an alternative assignment for students when unable to report to the assigned class site. Employees who are unable to work remotely for whatever reason will automatically be granted Adverse Weather & Emergency Closing Leave under Policy 3.2.21 - Special Approved Leave and its respective procedure.

VII. COMPLIANCE RESPONSIBILITIES

Failure to submit a monthly leave request form by the deadline may impact the reliability of leave balances and payroll records.

While employees are expected to provide accurate and honest accountancy of their hours worked and leave used, supervisors are responsible for ensuring the accuracy of leave requests before the employee submits the form in eTrieve.

REFERENCES

Statutory References	None
Regulatory References	None
Relevant Guidance	None
Policy Manual Cross-References	Referencing: ● Policy 3.2.5 - Sick Leave ● Policy 3.2.6 - Annual Leave ● Policy 3.2.7 - Educational Leave ● Policy 3.2.8 - Civil Leave ● Policy 3.2.9 - Workers' Compensation Leave and Benefits ● Policy 3.2.10 - Bonus Leave ● Policy 3.2.13 - Family Medical Leave Act (FMLA) Leave ● Policy 3.2.14 - Community Service Leave ● Policy 3.2.15 - Military Leave ● Policy 3.2.16 - Bereavement Leave ● Policy 3.2.17 - Leave Without Pay ● Policy 3.2.19 - Paid Parental Leave ● Policy 3.2.20 - Personal Observance Leave ● Policy 3.2.21 - Special Approved Leave ● Procedure 3.2.13.1 - Family Medical Leave Act (FMLA) Leave ● Procedure 3.2.21.1 - Special Approved Leave Procedures

PROCEDURE HISTORY

March 1, 2025	Adopted.