



POLICIES

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Department/Office: Human Resources

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Attendance and Leave

Attendance

Regular and punctual attendance is essential for effective and efficient operation of the College. Both tardiness and absenteeism may cause the employee's work schedule to fall behind or work duties to be neglected, cause delays or hardships for other employees, or have unnecessary repercussions for the College's students. When patterns of absenteeism or tardiness become excessive, it may become necessary to take disciplinary action. Each employee is granted absence privileges for loss of work due to personal illness or injury or that of the employee's immediate family. Annual (vacation) leave privileges are granted to certain employees.

Absence is the failure either to report for work or to remain at work as scheduled. Tardiness is the failure to report to work at the scheduled time. Attendance that meets expectations is considered to be no more than seven (7) unexcused occasions of sick leave and no more than fifty-six (56) hours of unexcused sick leave within any evaluation period. Punctuality that meets expectations is considered to be no more than eight (8) minutes tardy on three (3) occasions within any month.

Excused absence occurs when all four of the following conditions are met: a) the employee provides sufficient notice to his or her supervisor, b) the reason is found credible or acceptable by his or her supervisor, c) such absence request is approved by his or her supervisor, and d) the employee has sufficient accrued paid time off to cover such absence. Employees must take earned time off for every absence unless otherwise allowed by this or other College policies. The College uses a calendar year when determining an excessive amount of unexcused absences. Unexcused absence occurs when one of the four conditions above is not met.

Non-attendance supported with documentation from a physician is excused and will not be counted in the above guidelines. Employees who have been absent from work because of an operation or other serious illness or injury are required to present a certificate from the attending physician indicating that the employee is able to return to work and assume assigned duties.

All absences and incidents of tardiness must be reported to the employee's immediate supervisor prior to the scheduled time, but no later than thirty (30) minutes past the scheduled work time. If the employee is unable to call, he or she must have someone make the call in his or her stead. In addition, all absences and tardiness must be reported in writing by the employee upon his/her return to work.

Sick Leave

Employees may use sick leave for illness, injury, or for medical treatment. Sick leave may be granted to employees due to the death or serious illness of a member of the immediate family. Immediate family



POLICIES

means father, mother, sister, brother, husband, wife, child, grandparents, in-laws, or any individual acting as parent or guardian of the employee. All full-time employees accrue sick leave at the rate of one (1) day per employment month, accrual to one hundred twenty (120) days so long as only one hundred twenty (120) days are carried over at the end of the calendar year.

Absence due to illness is charged against earned leave in the following order: (1) earned sick leave, (2) earned annual leave, and (3) leave without pay. Employees are not paid for unused sick leave when they leave the College.

Vacation

Employees working full time in an appointed classified position or as a full time Adult Education faculty, earn annual leave in accordance with the following schedule.

Years of Service	Monthly Accrual	Annual Accrual
Through 3 years	1 day	12 days
4 through 5 years	1 day, 2 hours	15 days
6 through 12 years	1 day, 4 hours	18 days
13 through 20 years	1 day, 6 hours	21 days
Over 20 years	1 day, 7 hours	22.5 days

- Through three (3) years: Employees must have completed three (3) full years of employment, before moving to the next higher accrual rate—(1 through 36 months).
- Four (4) through five (5) years: Employees must have completed three (3) full years of employment and be starting their fourth (4th) year—(37 through 60 months).
- Six (6) through twelve (12) years: Employees must have completed five (5) full years of employment and be starting their sixth (6th) year—(61 through 144 months).
- Thirteen (13) through twenty (20) years: Employees must have completed twelve (12) full years of employment and be starting their thirteenth (13th) year—(145 through 240 months).
- Over twenty (20) years: Employees must have completed twenty (20) full years of employment and be starting their twenty-first (21st) year—(241 months and beyond).

Employees working full time in an appointed non-classified position that is listed in the College’s appropriation act as a 12-month educational and general administrative position, earn annual leave at the rate of 15 hours per month or 22.5 days per year.

Any vacation time in excess of thirty (30) days must be used by December 31 or it will be forfeited by the employee. Employees who are on leave of absence without pay do not accrue annual leave. Upon termination, resignation, retirement, death, or other action by which a person ceases to be an active employee of the State, the employee or his/her estate will be paid a lump sum for all unused annual leave



POLICIES

up to a maximum of thirty (30) days. Employees transferring between state agencies without a break in service retain all accumulated leave.

Faculty Personal Leave

All full-time faculty will be allowed release hours per contract period for conducting personal business as follows:

9- and 10-month faculty	24 Hours
11- and 12-month faculty	32 Hours

Requests for such leave must be approved in advance by the employee's Director or Dean. These hours are non-cumulative.

Full-time faculty, with the exception of Adult Education faculty, receive all academic recesses in lieu of vacation. However, faculty report back to work prior to the beginning of the fall and spring semesters as indicated in the College's academic calendar.

Bereavement Leave

Full-time employees may request up to three (3) days of sick leave without loss of pay for the death of a member of the immediate family. Such requests must be approved by the President and shall be deducted from the employee's accumulated sick leave.

Military Leave

Employees participating in military training programs or the US Public Health Service training program shall be entitled to a leave of absence for a period of fifteen (15) days plus necessary travel time for annual training requirements or other duties performed in an official duty status in any one (1) calendar year. To the extent this leave is not used in a calendar year, it will accumulate for use in the succeeding calendar year until it totals fifteen (15) days at the beginning of the calendar year.

Employees called to duty in emergency situations by the governor or president shall be granted leave with pay not to exceed thirty (30) working days, after which leave without pay will be granted. An employee who is drafted or called to active duty in the armed forces of the United States or who volunteers for military service shall be placed on extended leave without pay and upon application within ninety (90) days after the effective date of his or her release from active duty shall be reinstated to the position vacated or an equivalent position at no loss of seniority or any of the other benefits and privileges of employment.

An employee who requests military leave shall furnish a copy of his or her orders for his or her personnel file.

During a leave of absence, the employee shall be entitled to preserve all seniority rights, efficiency or performance ratings, promotional status, retirement privileges, life and disability insurance benefits, and any other rights, privileges, and benefits to which they have become entitled.



POLICIES

Court and Jury Leave

Full-time employees serving as a juror in state or federal court shall be entitled to full compensation in addition to any fees paid for such services, and such services or necessary appearances in any court shall not be counted as annual leave. An employee will need a statement from the court to be paid for the period of absence. Full pay is also authorized if the College directs the employee to be present in the courts.

Children's Education Activity Leave (CEAL)

The Office of Personnel Management Policy 50.13 provides that all state employees shall be entitled to eight (8) total hours of leave, regardless of the number of children, during any one (1) calendar year for the purpose of engaging in and traveling to and from the educational activities or interscholastic activities of a child in prekindergarten through grade 12.