**5.30 Paid Leave Benefits *(Adopted 6-1-1992; Revised 6-4-2001, 12-2-2013)***

Eligible full-time employees receive paid sick leave, vacation leave and personal leave annually.

**Procedures: *(Revised 4-6-2006, 12-2-2013)***

#### 5.30.1 Sick Leave

Full-time Administrative/Professional Staff and Support Staff employees will accumulate Sick Leave monthly, at the rate of 16 days per year, or 10.67 hours per month. Employees will be eligible to accrue Sick Leave effective the first of the month following the date of hire. Sick Leave does not accrue while an employee is on unpaid leave. Sick Leave may be utilized in one-half hour increments.

Full-time faculty on a nine, ten or eleven month contract will accumulate Sick Leave monthly on a pro-rated basis. Full-time faculty on a twelve month contract accumulate sick leave monthly, at the rate of 16 days per year or 10.67 hours per month. Sick leave may be utilized in four or eight hour increments.

Sick Leave accrues monthly on the last working day of each month and may accumulate up to 60 working days (480 hours). Sick Leave accrual is to help bridge the leave for long-term disability. Pay advices do not necessarily reflect leave used within the current pay period.

#### 5.30.2 Use of Sick Leave

Sick Leave may be used for reasons of personal illness, injury, or medical appointment of an employee and/or to care for an illness or injury or to attend to a medical appointment of an immediate family member. Immediate family members include the employee’s spouse, children, step-children, foster children, children for which the employee is a legal guardian, parents, stepparents and foster parents.

A statement from a physician verifying the necessity for absence(s) may be required for more than three consecutive days of absence.

Employees should notify their supervisor as soon as the need for Sick Leave is known and must complete and submit a leave of absence approval form.

In the event of an injury or illness that is covered by workers’ compensation insurance, state laws governing such injuries take precedent over this Policy.

At the time of termination of employment, any accrued sick leave will be forfeited.

#### 5.30.3 Personal Leave

Full-time Faculty, Administrative/Professional Staff and Support Staff employees will receive five days, or 40 hours, of Personal Leave per year on July 1 of each fiscal year.

Full-time Faculty, Administrative/Professional Staff and Support Staff employees hired after July 1 of each fiscal year will receive prorated Personal Leave effective the date of hire as follows:

July through September: 100% or 5 days/40 hours

 October – December: 75% or 3.75 days/30 hours

 January – March: 50% or 2.5 days/20 hours

 April –May: 25% or 1.25 days/10 hours

#### 5.30.4 Use of Personal Leave *(Revised 4-22-2014)*

Personal Leave is to be used at the discretion of the employee, subject to supervisory approval. Examples of activities for which an employee may want to utilize Personal Leave include personal business which cannot be conducted outside of normal working hours, religious observances, and parent-teacher conferences.

Personal Leave may be utilized in one-half hour increments. Employees must complete and submit a leave of absence approval form.

Personal Leave that is unused as of June 30th of each fiscal year will be transferred to the employees Earned Sick Leave account if the employee has not already met the maximum sick leave accrual.

Pay stubs do not necessarily reflect leave used within the current pay period.

An employee resigning from the College may use no more than 16 total hours of personal or vacation leave during the last two weeks of employment. At the time of termination of employment, any unused personal leave will be forfeited.

####  5.30.5 Vacation Leave

Vacation Leave is to be used at the discretion of the employee, subject to supervisory approval. Employees will be eligible to accrue Vacation Leave effective the first of the month following the date of hire. Leave accrues monthly on the last working day of each month. Vacation Leave does not accrue while an employee is on unpaid leave.

 The President will havevacation leave as negotiated.

 Full-time administrative, professional, and support staff employees, and division chairs will accrue three weeks (15 days or 120 hours, at the rate of 10 hours per month) paid vacation annually. After five years of full-time employment with the College, the annual vacation time will be four weeks (20 days or 160 hours, at the rate of 13.33 hours per month). Maximum vacation accrual is nine weeks (45 days or 360 hours).

#### 5.30.6 Use of Vacation Leave *(Revised 4-22-2014)*

Vacation Leave cannot interfere with department’s operation. Requests for 40 consecutive hours or more of Vacation Leave should be approved by the supervisor two weeks in advance of such leave. The supervisor must approve specific vacation dates. Only accrued vacation leave may be taken; leave cannot be used prior to being accrued.

 Vacation leave may be reported in one-half hour increments. Employees must complete and submit a leave of absence approval form.

 Pay advices do not necessarily reflect leave used within the current pay period.

 An employee who is resigning from the College may use no more than sixteen total hours of vacation or personal leave during the last two weeks of employment.

 At the time of termination of employment, any accrued vacation leave will be paid through direct deposit following the last regular payment.

####  5.30.7 Voting Leave

East Central College employees may take up to three hours leave from work to vote in local, state, and national elections. Employees will be expected to notify the supervisor at least one week in advance and will be required to use personal or vacation leave time for the absence.

####  5.30.8 Jury Duty/Court Appearance Leave

Leaves of absences for jury duty or for court appearances related to College business shall be granted with pay.

#### 5.30.9 Bereavement Leave

Up to three consecutive working days of leave with pay will be granted to regular, full-time employees upon the death of a family member. For purposes of this policy, family members are: spouse, child(ren), parents or parents-inlaw, grandparents or grandparents-in-law, grandchildren, brother or brother-inlaw, sister or sister-in-law, step-parent or step-child, foster child, foster parent, or any member of the immediate household of the employee.

Requests for extended leaves of absence for out of state travel should be approved by the supervisor. Accrued personal or vacation leave may be used.

####  5.30.10 Inclement Weather

The President of the College may declare any workday an excused day, when, in the President's estimation, inclement weather and hazardous road conditions are severe enough to justify this action. Such declaration may be made before or during the workday.

 No loss of pay will occur for faculty and staff when the College President has activated an inclement weather closing. Likewise, employees scheduled for paid time off on a day of inclement weather may revise their leave of absence form to reflect the actual number of hours the College was open. This procedure does not apply to employees on unpaid leaves of absences.

 Employees who are required to work during an inclement weather closing will receive pay for the scheduled hours they would have worked had the College

not been closed. In addition, they will be paid for any hours actually worked during the time period the College is closed. Any work on all or part of an excused day must be approved by the supervisor.

When, in the estimation of the President of the College or designee, inclement weather and hazardous road conditions are not severe enough to declare an excused day, an absence due to weather and road conditions will be charged to the employee's personal or vacation leave. Employees with no available vacation or personal leave time will not be paid for hours absent from work.

In the case of an emergency closing after the work day has begun, all employees will be released from work except for designated facilities employees who must be on duty for snow removal. Any work after an emergency closing has been declared must be approved by the supervisor.

1. College Closed

If the weather warrants, the College will close and cancel day and/or evening classes. This means all employees are released from work from the time of the closure announcement until the College reopens.

1. Snow Schedule ***(revised 9-16-2014)***

In the event that snow prevents the College from opening on time in the morning, but roads are expected to be passable later in the morning, the College may elect to use a snow schedule. As snow schedule means the College will start later than usual, 10 a.m. for non-teaching staff (except maintenance), 10:30 a.m. for faculty and students. Snow schedule guidelines designating start times for classes will be published annually.