

COMPENSATION AND BENEFITS  
LEAVES AND ABSENCES

DEC  
(REGULATION)

EXCUSED  
ABSENCES:  
WITHOUT  
REDUCTION IN  
PAY

All full-time employees requesting:

- sick leave,
- family sick leave,
- personal leave,
- death in family leave, or
- jury duty leave

must notify their immediate supervisor.

Personal leave must be scheduled with the approval of the immediate supervisor. Personal leave will not be used to extend vacation leave or scheduled holidays.

For excused absences authorized in Board Policy DEC (LOCAL), an "Excused Absences With Pay" form must be completed, approved by the immediate supervisor, and submitted to Human Resources.

See Board Policy DEC (LOCAL) for specific details concerning Excused Absences Without Reduction in Pay.

LEAVE  
WITHOUT  
PAY

Absence from duty for reasons not approved in Board Policy DEC (LOCAL) shall be taken as "leave without pay."

Requests for "leave without pay" must be:

1. approved by the College President prior to the absence; and
2. requested on an "Excused Absence Without Pay" form.

ABSENCE  
NOTIFICATION:  
ABSENCES  
EXCEEDING  
THREE DAYS

When an employee has accumulated three (3) consecutive days of scheduled or unscheduled absences, the supervisor should notify Human Resources immediately, but not later than the fourth (4<sup>th</sup>) day of absence.

FACULTY  
ABSENCE  
NOTIFICATION

When a faculty member is unable to meet a regularly scheduled class/lab, the faculty member must inform the appropriate division chair as far in advance as possible so that appropriate arrangements may be made. If the division chair is not available, the appropriate dean shall be notified.

ABSENCES OF  
FULL-TIME  
FACULTY

For short-term absences (absences of less than two weeks), the division chair in consultation with the faculty member shall review the following options for covering the absence. The division chair will then make arrangements from the following options:

1. Arrange for substitution by a full-time faculty member or adjunct instructor, who has been approved by the Board of Regents. Remuneration will be at the current, approved rate.
2. Alternative assignments which may include but not be limited to: video lecture, library/lab (computer), study skills seminar, or combined classes of same discipline.

3. Rescheduling of class/lab.
4. If no other feasible alternatives exist, the class/lab may be cancelled.

When the absence will be long-term (longer than two weeks), arrangements for substitutes shall be made by the appropriate division chair. The recommended substitute and appropriate compensation shall be recommended by the Dean of Instruction and the Provost and Vice President, Academic and Student Affairs, and approved by the College President.

ABSENCES OF  
ADJUNCT  
INSTRUCTORS

Arrangements for teacher substitutes for part-time teachers shall be made by the appropriate division chair. Teacher substitutes for part-time teachers shall be paid at the current, approved rate. The same amount shall be deducted from the pay of the part-time teacher.

SICK LEAVE OR  
INJURY POOL

The College President is authorized to establish an optional sick leave pool program for the benefit of full-time employees. The pool is intended to provide additional paid leave for employees who experience illness or injury. The pool does not apply to employees receiving workers' compensation benefits.

Full-time employees (as defined by the College District) may request to use hours from the pool only after exhausting all accrued and unused sick leave, vacation leave, and when applicable, compensatory time. The maximum number of hours available to be drawn from the pool is 80 hours over the employee's tenure with the College District. Unused hours will be returned to the pool.

Full-time employees may contribute a maximum of 16 hours annually to the pool.

Use of leave from the pool will at all times be contingent upon the availability of hours. Requests to draw from the pool must be supported by medical certification of a licensed healthcare provider establishing the existence of a qualifying illness or injury.

A qualifying illness or injury is any condition as defined by the FMLA SERIOUS HEALTH CONDITION provisions as outlined in Board Policy DEC (LEGAL) and DEC (LOCAL).

Employees who misuse the pool benefits by misrepresenting their condition, providing fraudulent information, or continuing to use pool benefits when they are able to return to duty shall be subject to disciplinary action, up to and including termination.