

Leaves of Absence – Paid Leave Procedure	Procedure Number	6.6.1P
	Effective Date	April 2, 2014

1.0 PURPOSE

In accordance with Policy 6.6 Leaves of Absence, the purpose of this procedure is to provide the parameters and detailed information pertaining to the different types of paid leaves of absence afforded to employees of Laramie County Community College (LCCC).

2.0 REVISION HISTORY

Original Policy 4120 adopted 8/17/99
 New Procedure Adopted on: 4/2/14
 Revised on: 9/22/17

3.0 PERSONS AFFECTED

Employees holding regular positions that are eligible for paid leaves are affected by this procedure.

4.1 DEFINITIONS

- A. *Regular positions* – Positions for which the College has a routine and on-going need, as opposed to intermittent or temporary positions. The anticipated duration of institutional need for regular positions is more than six consecutive (6) months.
- B. *Intermittent positions* – Positions for which the College does not have a routine and on-going need. Intermittent positions are usually temporary in nature. An Adjunct Faculty position is considered an intermittent position.

5.1 PROCEDURES

A. Introduction

Regular Employees are eligible for leaves of absence in accordance with assigned employment category; paid leaves for employees with employment appointments less than one hundred percent (100%) will be prorated based on percent of employment appointment.

For most leaves outlined within this procedure, employees must request leave(s) and receive appropriate approval prior to the occurrence of the leave time. Leave must be requested through the appropriate means available as per the employee’s employment category (i.e., Classified Staff may utilize the timekeeping system, Faculty may utilize electronic/hardcopy Leave Request forms as may be available, etc.), unless there are specific levels of approval identified within the applicable procedure.

With the exception of vacation and personal leave days, the President or Human Resources may require the employee to provide specific evidence to support the leave request.

B. Types of Leave

The following leaves apply to Administrative, Professional, Faculty, and Classified Staff employees, as may be applicable to employment category:

1) Employer Obligated Leaves

Laramie County Community College also recognizes additional leaves as required by state or federal law; these leaves may be paid or unpaid in accordance with applicable law.

2) Sick Leave (Illness, Injury, Health/Wellness)

Regular employees are granted sick leave, which provides their regular rate of pay and applicable benefits, if required to be away from work duties due to:

- a. Personal illness or injury.
- b. The illness or injury of a member of household.
- c. The illness or injury of a non-household family member within first degree of relationship as defined in 3.a.i. (below), not to exceed thirty (30) working days per academic or fiscal year (as applicable).
- d. Health/wellness-related appointments for self, member of household and/or non-household member as defined above.

In the case of an emergent need for sick leave, the leave must be documented and approved by the employee's immediate supervisor as soon as possible following the employee's return to work. In the case of sick leave usage for health/wellness appointments, the leave must be requested and approved prior to the occurrence of the leave time.

Use of sick leave for the illness or injury of a non-household family member must be for a serious incident requiring health care assistance.

Sick leave usage is in accordance with the following provisions:

- e. Employees shall accrue sick leave at a rate of one day a month for each full month of employment appointment (pro-rated for partial months when applicable).
- f. Human Resources may require a certificate of illness from a licensed health care provider or county health officer in sick leave cases.
- g. An employee can accrue a maximum of eighty-five (85) sick leave days; all accrued sick leave shall be canceled upon termination of regular employment.
- h. Sick Leave balances are available via an employee's individual electronic pay record.

3) Bereavement

Regular employees are granted bereavement leave of absence, without loss of salary or other benefits, for each incident due to death in the immediate family, or any member of the immediate household who is living with and considered a part of the family. Conditions for using bereavement leave are as follows:

- a. Immediate family is defined as a relative within the third degree of consanguinity (blood relative) or affinity (related by marriage).

- i. First degree is spouse, son, daughter, mother, father, brother, sister; step or in-law.
 - ii. Second degree is grandmother, grandfather, grandson, granddaughter, aunt, uncle, niece, nephew; step or in-law.
 - iii. Third degree is first cousin; step or in-law.
- b. A maximum of five (5) working days of bereavement leave is allowed for each incident.
- c. In the event of extenuating circumstances surrounding the loss, exceptions to the above limitations may be granted by the President; employees should contact Human Resources to initiate such an exception request.
- d. LCCC reserves the right to request verification of the relationship as may be deemed necessary.

4) Personal Leave

Regular employees are granted two (2) days off a year with pay to tend to personal matters where other leave provisions do not apply. Personal leave provisions are as follows:

- a. Employees are eligible for a maximum two (2) days (or up to 16 hours) personal leave in any one fiscal year (July 1 through June 30).
- b. During the first year, new employees hired between July 1 and December 31 will be granted two (2) days of personal leave. New employees hired between January 1 and June 30 will be granted one (1) day of personal leave. The following year, the same new employee will be eligible July 1 for the maximum two (2) days off for personal leave.
- c. For less than 100% full-time appointments, maximum hours will be defined in accordance with the employee's appointment (ex: 75% appointment would receive twelve (12) hours; calculation is 2 days x 8 hours = 16 hours x .75 = 12 hours).
- d. Personal leave is noncumulative; if not used, it will not be carried forward to be used in another year.

5) Professional Leave

Regular employees are eligible to receive professional leave time for professional development in accordance with the following provisions:

- a. All such leave must be approved by the immediate supervisor, area administrator, and Human Resources prior to leave occurrence; such requests must be supported via proposal including purpose of professional development, anticipated learning/developmental outcomes, and plan to apply/share learning within LCCC upon return.
- b. If the professional development is at the request of, or the convenience of the College, the employee may be eligible to be reimbursed for travel and expenses related to the leave (travel requests/expectation of travel reimbursement must be requested and submitted via appropriate process and subject to prior approval by the appropriate signing authority).
- c. Depending on the type, purpose, and duration of the leave, the President may approve professional leave with or without loss in salary or benefits.

- d. The following types of absences qualify as professional leave:
 - i. Attendance at professional meetings and/or conferences related to the employee's work assignment.
 - ii. Professional development through education, training, or experience.
 - iii. Exchange teaching – foreign or domestic (specifics of salary and benefit continuation may be dependent upon reciprocal salary arrangements with the participating institution).

6) Consulting Leave

Regular employees are eligible to receive consulting leave with no loss in salary or benefits for the purpose of providing consulting services; consulting leave must be requested and approved by the employee's immediate supervisor, area administrator, Human Resources, and the President prior to occurrence of the leave. Consulting leave provisions are as follows:

- a. Maximum leave time is five (5) days in one (1) fiscal year (July 1 through June 30); consulting leave does not carry over to the next year.
- b. Employee retains consulting fees for such engagement.
- c. The College will neither pay for nor assume any responsibility for the employee's expenses (i.e., per diem, travel, meals, lodging, or any other connected expenses) or activities while on consulting leave.
- d. Employee's leave should not cause operational hardship in the employee's functional work area.
- e. The consulting engagement must not conflict with any policies that may be established by LCCC regarding a conflict of commitment, conflict of interest, or similar.

7) Vacation Leave

a. Administrator and Professional Employee Vacation

Regular employees in the employment categories of Administrator and Professional are eligible to receive vacation leave in accordance with the following:

- i. Employee shall be granted vacation leave at an accrual rate of 1.75 days for each month of employment appointment (partial months will be pro-rated).
- ii. Vacation shall accrue as it is earned.
- iii. Employee's maximum vacation accrual is the amount equal to that earned in two (2) employment appointment years (e.g., an employee on a twelve (12) month employment appointment may accrue up to a maximum of forty two (42) days -- 12 months x 1.75 days a month x 2 years).
- iv. Upon termination of employment, employee will be paid for all unused vacation that has been accrued AND earned up to the maximum vacation accrual level as specified.

b. Classified Staff Employee Vacation

Regular employees in the employment category of Classified Staff are eligible to receive vacation leave in accordance with the following:

- i. In general, employee shall be granted vacation leave at an accrual rate that is based on years of service as follows:

Years of Continuous Regular Employment	Vacation Accrual Rate (Per Calendar Month)
Zero (0) through five (5) years	One (1) day
After five (5) through ten (10) years	One and one half (1.5) days
After ten (10) years	One and three-fourths (1.75) days

- ii. Vacation shall accrue as it is earned.
 - a) Employee’s maximum vacation accrual is the amount equal to that earned in two (2) years. For example, an employee in their eleventh (11th) year of service can accrue up to a maximum of forty two (42) days (12 months x 1.75 days a month x 2 years).
 - b) Upon termination of employment, employee will be paid for all unused vacation that has been accrued AND earned up to the maximum accrual level as specified.
 - c) Regular Classified Staff employees whose employment work schedule may be based on less than a full year and days/time scheduled may vary from month to month, (e.g., employees who are employed to work only during the Fall and Spring academic semesters) may be granted vacation dependent upon the percentage of the full year they may work. Employees who may be employed under this type of work schedule expectation are informed of leave benefit eligibility upon the beginning of an employment relationship, and if any changes to that employment relationship result in an alteration of eligibility, the employee would be informed prior to such change being effective.

8) LCCC Recognized Holidays

LCCC formally recognizes a varying schedule of holidays each fiscal year. The number of recognized holidays varies from year to year based on the academic calendar; the number of holidays may vary from 13 to 15 designated days depending on the established academic semester(s) and academic break(s).

- a. Once the academic calendar has been established by Academic Affairs in partnership with Student Services, Human Resources identifies the holiday schedule for the upcoming fiscal year and reviews it with the President. Once approved by the President, Human Resources publishes the holiday schedule electronically; the holiday schedule is accessible by all employees through LCCC’s intranet.
- b. In general, employees in Administrator, Professional, and Classified employee categories may be eligible for paid leave on the days designated as holidays on the published holiday schedule. Employees should contact Human Resources to determine their individual eligibility for paid holidays.
- c. If an employee is determined to be eligible for paid leave for designated holidays, the “Holiday Pay” amount will be in accordance with the hours they may have been scheduled to work on the day so designated. For example, if an eligible employee falls in the employee category of Classified, and is scheduled to work a 10-hour day on the day designated as a recognized holiday, that employee may be eligible for “Holiday Pay” for the 10 hours they would have been normally and customarily scheduled to work.

- i. Special Holiday Leave Circumstances
 - a) Not all employees of LCCC are scheduled to engage in their role within the usual operational hours of Monday through Friday, 8:00 a.m. to 5:00 p.m.; employees who are determined to be eligible for paid leave on designated holidays, however customarily and regularly work alternative work-schedules, will be provided special consideration regarding holiday pay.
 - b) Employees who are determined to be eligible for paid “Holiday Leave,” but work an alternative schedule that requires them to work on a designated holiday (e.g., Campus Safety Officers), may work with their immediate supervisor to **pre-arrange** one of the following options for each such occurrence:
 - b)1. Pay for the holiday as well as regular wages, resulting in premium “double-pay” for that day or,
 - b)2. “Float” the designated holiday as a paid leave day within the designated workweek immediately prior to the week the holiday falls, within the workweek the holiday does fall, or the workweek immediately following the occurrence of the designated holiday, as may be allowed within the normal operations of the employee’s work group.
 - c) Employees who are determined to be eligible for paid “Holiday Leave,” however work a compressed workweek and/or nights/weekends (e.g., Information Technology, Custodial Services, etc.), may work with their immediate supervisor to **pre-arrange** “floating” the holiday within the workweek in which the designated holiday falls as may be allowed within the normal operations of the employee’s work group.
 - d) The specific holiday schedule for the upcoming fiscal year is made available electronically on LCCC website on or before July 1 of each year.

9) Administrative Leave

An employee may be placed on administrative leave for myriad reasons; representative reasons include the need to protect the safety of any employee or student, to maintain integrity during the course of an investigation, or under other circumstance that LCCC deems an institutionally requested and provided paid leave appropriate. When deemed appropriate, an employee may be placed on administrative leave with pay consistent with federal, state and local wage-and-hour employment law. An Administrative Leave must be requested by an appropriately situated Administrator who may or may not be the employee’s Area Administrator (e.g., the Title IX Coordinator may request an employee be placed on Administrative Leave for the duration of a Sexual Harassment investigation); the Administrative Leave request must be reviewed and approved by Human Resources and the President prior to the occurrence of the leave.

10) College/Campus/Work Location Closure

- a. There may be emergent circumstances that arise from time to time in which it is in the best interests of employees, students, and community members for either a College-wide closure and/or a campus or specific campus location to close and cease any and all operational activity. There may also be times when either specific community activities and/or other special events occur for which the President believes it appropriate to close College-wide, or close the impacted location.

- i. Examples of an emergent circumstance would be severe inclement weather in which travel to and from a location is impossible or even prohibited (e.g. the Wyoming Department of Transportation has closed access roads), a safety issue such as a gas leak, chemical leak, or the like.
 - ii. Examples of a specific community activity or special event would be the Thunderbirds Air Show, a community-wide mass casualty exercise, or a candidate for the Presidency of the United States visit hosted on the LCCC Cheyenne campus.
- b. Only the President of LCCC has the authority to implement a College-wide closure.
- c. In the case of a College-wide closure, employees may receive "Closure Pay" for hours they may have been scheduled to report to work and engage in operational activities. Only employees who were scheduled to report to work during the time of the College-wide closure will be eligible for "Closure Pay" consideration. Employees who were not expected to report to work due to a pre-approved or otherwise scheduled leave/absence, or are not scheduled to work, are not eligible for "Closure Pay" consideration.
 - i. The President has the discretion to determine the duration and specific time period that will be considered covered under a designated closure and the resulting applicable "Closure Pay" allotted for that specific instance.
 - ii. If an emergent circumstance or special event occurs that only impacts a specific campus and/or a specific work location/portion of a campus, the Vice President (or most senior Administrator) may recommend to the President that the specifically impacted location be closed and cease all operational activities. If the President approves a location-specific closure, employees impacted may be eligible for "Closure Pay" as described above.
 - iii. During periods of inclement weather, if a work location is open and operational activities are available, employees are expected to report to work as scheduled, or communicate directly with their immediate supervisor regarding a delayed start time. If an employee believes traveling to a designated work location to be unsafe and/or if the specific roads they must travel are closed, the employee should communicate directly with their supervisor to charge the time they are scheduled to work as vacation leave, personal leave, or make other arrangements with their supervisor.


11) Sabbatical Leave

Paid Sabbatical Leave is offered as a benefit to encourage eligible Administrators, Professional Staff, and Faculty to continue their professional growth through academic, scholarly, and professional endeavors that will enhance the service of the employee and will benefit the students of the College.

The established guidelines including eligibility requirements, the application process, timelines, designated approval path, appeal process should an application be denied, reciprocal obligations incurred for exercising the paid Sabbatical Leave benefit, etc., are detailed in the "Sabbatical Leave Guidelines" available electronically or hardcopy through Human Resources. In brief:

- a. An eligible employee may apply for either a full-year or a half-year sabbatical. The employee would receive 80% of their annual salary during a full-year sabbatical; during a half-year sabbatical the employee would receive 100% of their regular compensation during their time on sabbatical, as if they were continuing in their full-time capacity, then working the other half-year as a full-time employee in their regular role.

- b. An employee must apply for a paid Sabbatical Leave within the established timeline to be considered for the following year. With the granted sabbatical, there is an expectation of future service; the reciprocal obligation is three times the amount of sabbatical leave granted. The reciprocal obligation commences immediately following the employee's return. The consequence of failing to complete the reciprocal obligation would result in the employee being liable for repayment of the sabbatical stipend in proportion to the percent of service obligation not completed.
- c. The approval path begins with confirmation of an employee's eligibility to apply by Human Resources, continuing through the employee's immediate supervisor through the appropriate Vice President/Senior Administrator to the Sabbatical Committee. A Sabbatical Committee is formed each year to review and consider endorsement of an employee's application. If endorsed, the application is moved forward to the President for review and final approval consideration.
- d. On completing an approved Sabbatical Leave, the employee must provide a report to the Sabbatical Committee and the President to evidence compliance with the terms and conditions of the leave and fulfillment of the submitted research/project plan.

REQUIRED APPROVALS	NAME/SIGNATURE	DATE
Originator(s) Name(s)	Peggie Kresl-Hotz, Human Resources Executive Director Debb Roden, Legal Counsel	1/14/14
Approval by President's Cabinet		1/21/14
Ratified by College Council	Kari Brown-Herbst, College Council Co-chair	3/17/14
Approval by President (Signature)		4/2/14