

Leaves of Absence – Other Leaves Procedure	Procedure Number	6.6.2P
	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 other 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

3.0 PERSONS AFFECTED

All employees of LCCC are affected by this procedure.

4.0 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 (6) consecutive 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.

5.0 PROCEDURES

A. Emergency Leave

Regular employees are eligible to receive emergency leave without pay for extreme extenuating circumstances in accordance with the following provisions:

- 1) The employee's absence will not disrupt normal operations at the college, nor will replacing the employee (if applicable) create a problem for the college either during the employee's leave or upon their return.
- 2) Emergency Leave shall not exceed three (3) months in total including all other leaves, per year, on a rolling calendar basis. Emergency leave will be tracked and recorded in a manner similar to FMLA leave (See Policy 6.5 and Procedure 6.5P). Emergency leave may not be taken on an intermittent basis.
- 3) If Emergency Leave is approved, the employee will be guaranteed employment reinstatement at LCCC but will not be guaranteed that they are reinstated to the same position they may have held prior to the approved Emergency Leave. Legacy employees who return from approved Emergency Leave will retain legacy status.

- 4) Emergency Leave must be approved by the President and Human Resources prior to the occurrence of the leave. Application for a request for emergency leave may be obtained in the Human Resources office.


B. Public Service Leave (Elected Public Office)

Regular employees may seek an elected public office. In seeking an elected public office, the employee may neither use College time nor may their campaign efforts be disruptive to normal college operations.

- 1) If a regular employee is elected to a full-time elected office (defined as an elected position requiring individual time commitments equivalent to a full-time position), they are required to terminate regular employment with the College.
- 2) If a regular employee is elected to a part-time elected office (defined as an elected position requiring individual time commitments of a temporary or intermittent nature, or times not typically associated with the work day, or time equivalent to less than a part-time position), employee may continue benefit-eligible employment in accordance with the following:
 - a. The employee maintains sufficient hours worked for LCCC on a monthly basis to fulfill benefit eligibility requirements as may be applicable.
 - b. The employee will be converted to a non-exempt status for the duration of the Public Service Leave regardless of FLSA status prior to the Public Service Leave; employee will record, submit, and be compensated for LCCC hours reported with the compensation calculated based on the representative hourly rate.
 - c. The employee must agree to assume responsibility for remaining aware of developments within their assigned area at the College and assist in the conduct of that assignment when possible.
 - d. Employee's time involved with the elected office will be documented as Public Service Leave.

C. 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.

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