

E-3i(8) PROCEDURE Benefits for Eligible Employees: Bereavement Leave,
Personal Leave

Bereavement Leave

Upon application, an employee may be granted approved leave for bereavement purposes. Such leave will be subject to approval of the employee's immediate supervisor and shall be for such time as the employee's immediate supervisor shall deem reasonable and appropriate under the circumstances. Such approval/denial will be based on sound reasoning, compassion, and respect. Faculty are subject to the provisions outlined in the Faculty Association Agreement.

Personal Leave

Faculty members with a full-time equivalency factor (FTE) of 1.0 will be granted five (5) days of personal leave with pay per fiscal year. Members with a FTE less than 1.0 will be granted thirty-five (35) hours multiplied by the faculty members FTE of personal leave with pay per fiscal year.

Requests for personal leave must be submitted by the faculty member to the immediate supervisor for review and consideration of approval. It is the expectation of the College that supervisors will review and consider requests for personal leave in an appropriate, respectful, and responsible manner.

Administrative, professional staff, and support staff employees with a FTE of 0.75 or more will be granted twenty-four (24) hours multiplied by their FTE of personal leave with pay per fiscal year.

Employees will be credited with personal leave each fiscal year subject to the following conditions:

1. Personal leave will be credited on July 1.
2. For employees who are hired after July 1, personal leave will be credited on the day that the affected employee commences their employment with the College.
3. Administrative, professional staff, and support staff employees may carryover accrued but unused personal leave to a subsequent fiscal year provided that the accrual of personal leave shall be limited such that an administrative, professional staff, and support staff employees shall not at any time have more than 40 hours of accrued personal leave.
4. A faculty member with a FTE of 1.0 may carry over up to two (2) days of unused personal leave into the next fiscal year resulting in a maximum of seven (7) days of personal leave in any given fiscal year.
5. A faculty member with an FTE less than 1.0 but greater than 0.74 may carry over up to 14 hours times their FTE resulting in a maximum of forty-nine (49) hours times their FTE of unused personal leave into the next fiscal year.