

E-4a PROCEDURE Benefits Administration & Processes

Leave –

When possible, all leave requests should be planned in advance and submitted for approval to immediate supervisors with at least 48-hours advance notice. Requests exceeding two days of leave should be submitted with as much advance notice as possible. Dates and times must be mutually agreed upon by the employee and supervisor and must be approved in advance.

Bereavement Leave –

Such approval/denial will be based on sound reasoning, compassion, and respect.

Catastrophic Leave –

- Employees are eligible by optionally donating 1 day of either vacation or personal leave to the catastrophic leave bank (CBL).
- Application for catastrophic leave requires a dated, signed letter to the VP of Human Resources with statement from a treating medical professional. Request should include description of illness or injury, expected return-to-work time.
- Requests must be received at least 30-days prior to conclusion of all paid leave.
- Accepted requests are not to exceed 90 days in conjunction with a given incident.
- Denied requests for use of catastrophic leave may be appealed and will be review by the VP of Human Resources, VP of Access/Equity/Diversity, and Administrative Director of Human Resources.
- All medical records and correspondence shared in connection with the application for catastrophic leave are kept confidential in accordance with all employment labor law, American with Disabilities (ADA) requirements as well and state and federal regulations.

For additional information visit and the enrollment form please visit the HUB or the designated informational site.

Jury Duty Leave –

The court duty pay received by the employee must be turned into the Administrative Services Division or an equivalent amount deducted from the employee's regular monthly pay if the time of service overlaps their scheduled working hours. If the employee chooses to retain duty pay, they will not receive compensation from the College.

Employees are expected to report back to their working assignment during a normal work day when their presence is not required by the court. The employee may retain monies received from the court for expenses they receive while on court duty.

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Family Medical Leave Act (FMLA) –

Southeast Community College sick leave is subject to the provisions of the Family Medical Leave Act (FMLA) and the College allows FMLA with or without paid leave. Southeast Community College complies in all respects with [the Family and Medical Leave Act of 1993 as amended](#).

Long Term Disability Leave –

Persons on long-term disability leave will be required to file with the College a health care provider's statement setting forth the nature of the disabling condition and attendant limitations/restrictions on employment. The terms and conditions of the long-term disability leave will be agreed to, reduced to writing, and signed by the person requesting the long-term disability leave and the President. The signed memorandum will include long-term disability leave beginning date, ending date (if this date can be determined), reassignment conditions, availability of College benefits during time of long-term disability leave, and other pertinent details.

Employees returning to work from long term disability leave are allowed to take up to 12 days of sick leave even if they have not yet earned the sick leave. In order to use this unearned leave, they must first sign a document stating that upon separation from the College, any such employee who takes advantage of the advanced sick leave will reimburse the College for all used but unearned sick leave. If the employee fails to do so, the College will deduct such amount from the employee's final paycheck.

Personal Leave –

All requests for personal leave must be submitted to the immediate supervisor or for Faculty to the Associate Dean or responsible administrator with 48 hours advance notice when possible, for review and consideration. While all due consideration will be given, there may be instances where leave is not granted due to the attention required for the efficient and effective operation of the College. Employees will be paid for accrued but unused personal leave upon separation from the College.

Sick Leave –

Terms and conditions related to sick leave usage include, but may not be limited to, the following:

1. When possible, leave requests must be submitted with forty-eight (48) hour advance notice.
2. Sick leave is to be taken for the circumstances set forth above (illness, injury, etc.), and is not intended as earned time off with pay, and will not be granted as such. Unused sick leave will not be paid upon termination of employment with the College.
3. To the extent practical and possible, health care appointments are to be scheduled outside an employee's normally scheduled working hours. Time for medical related appointments, which must be made during the employee's scheduled working hours, will be recorded as sick leave.
4. Full-time employees may request to use up to a total of twenty-four (24) hours of sick leave per fiscal year for individuals who are not included within the definition of immediate family.

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5. A written statement from a healthcare provider is required when an employee has been absent five or more continuous days due to illness or injury. Statement should include analysis of their ability to return to work and any applicable restrictions to perform the essential job functions of their position. When possible, advance notice of absences for five (5) or more continuous work days due to the use of sick leave is required. A statement may also be requested if there is a pattern of leave in order to verify proper use of leave time.
6. Faculty must submit requests to their immediate Supervisor for review and consideration for approval.

Temporary Reduction in Employee's Length of Contract or Work Schedule –

Employees seeking a temporary reduction in contract length or FTE may be considered if they:

1. Develop and submit a written request to their immediate supervisor and Human Resources, for a temporary reduction in contract length or FTE which includes:
 - The beginning and ending dates
 - The reason or justification for the request
2. Meets with Human Resources and/or their immediate supervisor to review the request.
3. Upon support from the supervisor the written request will be submitted to Human Resources and the respective Vice President for consideration, review or approval.
4. Upon approval Human Resources will provide a written agreement between the College and the employee defining expectations and agreed upon terms

Vacation Leave –

Employees must submit requests for vacation leave in advance of the time off request to their direct supervisor. Supervisors are expected to review requests and consider approval or denial of the request based on sound reasoning, compassion and respect in order to ensure the continued operations of the College. Leave must be submitted by the employee in the College payroll/leave system during the week the leave was approved and used or as timely as possible to ensure accurate record keeping.

Vacation leave accrual rates may be reinstated based on previous years of service to an employee who is re-hired within one (1) year of separation with the College and approval of the Vice President for Human Resources. This benefit does not apply to any other leave types or previous balances of leave types.

Wellness Initiative –

Requests for significant/substantial changes to any approved Wellness Time require a new request & subsequent supervisory approval. Minor changes requested by the employee will be considered & approval will not be unreasonably withheld. Injuries sustained while participating in Wellness Time activities completed away from College premises are not covered under the College's worker's compensation plan. Misuse of approved Wellness Time will result in supervisory action.



COLLEGE POLICY

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***Faculty and Professional Association members are subject to the terms set forth in their negotiated agreements regarding College sponsored benefits in the event there are differing terms in College procedure.**

Related Policy: E-4

Admin Team Adopted: 10/21/22

Reviewed: 07/15/20, 08/04/21, 10/29/21, 12/10/21, 10/21/22

Next Review: TBD

Web link:

Tags: benefits

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