

- A. The College President shall be responsible for the administration of the leave program. The College's Human Resources office shall maintain leave records for all employees. The College will retain leave records for all separated employees for a period of at least five (5) years from the date of separation or longer as determined by applicable law.
- B. The following types of leave are authorized for the College's employees in accordance with state and federal law and these policies and procedures:

Sick Leave	Voluntary Shared Leave
Annual Leave	Family and Medical Leave
Educational Leave	Child Involvement Leave
Civil Leave	Military Leave
Workers' Comp Leave	Bereavement Leave
Bonus Leave	Leave without Pay
Adverse Weather	Holidays

- C. Absences from work during scheduled working hours shall be charged to the employee's appropriate leave account.
- D. If an employee is unable to report for work, the employee shall notify the supervisor of the anticipated absence or tardiness as soon as possible stating the reason and the anticipated length of absence.

Adopted: 7/01/2018
Reviewed: 6/26/2023