

COMPENSATION AND BENEFITS  
LEAVES AND ABSENCES

DEC  
(LOCAL)

LEAVES	All leaves taken during employment with the College District shall be administered consistently with the applicable personnel administrative procedures and applicable law.
HOLIDAYS	The College President shall designate the paid holidays to be observed during each fiscal year. All regular full-time employees shall receive their regular rate of pay for designated holidays. Part-time employees shall be paid on an hourly basis and shall not receive pay for holidays. To be eligible for holiday pay, an employee must work the last regularly scheduled workday immediately preceding the holiday and the first regular scheduled workday immediately following the holiday unless the absence is excused by his or her supervisor. An employee who is instructed to work on a holiday but who fails to work and does not have an acceptable excuse shall not receive pay for the holiday and may be subject to disciplinary action.
VACATION	<p>All regular full-time employees shall be eligible to accrue and use vacation leave. Nine-month faculty shall not be eligible for vacation leave. Nine-month faculty shall observe the summer sessions as vacation break, unless teaching, and shall be required to return for the fall semester on the "faculty return date" as determined by the official College District calendar.</p> <p>Classified, professional-technical, and administrative regular full-time employees and 12-month faculty shall be eligible for 12 working days of vacation annually (seven and one-half-hour days for 12-month faculty or eight-hour days for classified, professional-technical, and administrative regular full-time employees). Vacation benefits shall accrue at a rate of one day per full month of employment. All eligible employees who have been employed with the College District as of the 15th of the month shall accrue vacation leave for that month.</p> <p>To compute vacation time, the College District has the authority to convert days to hours. Classified, professional-technical, and administrative regular full-time employees may accrue and carry forward from one year to the next a maximum of 30 vacation days. Vacation leave shall not accrue during periods of leave without pay status.</p> <p>Employees may carry over unused vacation leave from one fiscal year to the next, but unused vacation leave must not exceed 30 days (240 hours for non-faculty and 225 hours for 12-month faculty). Any excess vacation hours must be used before August 31 of each fiscal year or hours in excess shall be forfeited. Upon termi-</p>

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nation of employment, not more than 30 vacation days shall be compensated.

SICK LEAVE

All regular full-time employees shall be eligible to accrue the equivalent of one workday (7.5 hours for faculty and 8 hours for non-faculty) of sick leave per month of assignment. All nine-month faculty teaching in the summer shall be granted five hours of sick leave per course per semester, and there shall be no accrual. Consequently, a full-time faculty member teaching two courses during the summer and an adjunct faculty member teaching two courses during any semester shall be allowed a maximum of ten hours of sick leave during that semester. Employees may accrue sick leave to a maximum of 70 days (525 hours for faculty or 560 hours for non-faculty). Sick leave shall not accrue during a period of leave without pay status.

Unused accrued sick leave shall be forfeited upon termination of employment; except that the level of sick leave accrued prior to September 1, 1989, shall be compensated at the rate of one-half the accrued amount up to a maximum of 60 days based upon the employee's salary at separation of service. The estate of a deceased employee shall be entitled to this payment.

In the event an employee has received sick leave benefits in excess of days earned to the date of separation, an amount equal to such excess shall be deducted from the employee's final compensation check.

PERSONAL DAYS

All regular full-time employees shall be granted two personal days per year (16 hours for non-faculty; 15 hours for faculty). These days are accrued at the rate of one for each long semester and shall be credited to the employee on September 1 of each fiscal year. Personal leave shall not be carried forward to the subsequent fiscal year.

WORKERS'  
COMPENSATION

Workers' compensation leave shall be administered under the College District's CKE(LOCAL) policy.

BEREAVEMENT LEAVE

Upon notification of the employee's supervisor, a maximum of five days may be used without loss of pay due to a death in the immediate family of a regular full-time employee. The College District shall allow up to five days of paid excused absence to attend the funeral or to tend to the affairs of the deceased's estate. Such leave shall not be charged against sick leave. "Immediate family" shall mean spouse, children, parents, grandparents, grandchildren, siblings (or those same relatives of the employee's spouse) and legal wards. Proof of death and family relationship shall be re-

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quired by the College District and must be submitted with the leave form to claim this benefit.

JURY DUTY

When a full-time employee is absent because of jury service or as a witness under court subpoena, he or she shall be paid his or her regular rate of pay subject to the College District's personnel administrative procedures.

CATASTROPHIC LEAVE

The catastrophic leave pool is intended to alleviate hardship caused to an employee and the employee's family if a catastrophic illness or injury forces the employee to exhaust all leave time. The director of human resources serves as the pool administrator and shall manage the program according to the College District's catastrophic leave personnel administrative procedure.

Enrollment in the pool shall not guarantee that employees may withdraw hours from the pool; however, if the request is approved, an employee may be granted up to a maximum of 60 days (equivalent) from the pool for any one health condition. The lifetime maximum benefit from the pool shall be 120 days. Catastrophic leave entitlement from the catastrophic leave pool shall run concurrently with leave under the Family and Medical Leave Act (FMLA). The use of the leave pool shall not extend FMLA leave. The estate of a deceased employee shall not be entitled to payments for unused catastrophic leave pool time.

DEVELOPMENTAL  
LEAVE OF ABSENCE

Developmental leave shall be defined as release time without salary (but with benefits other than accrual of sick and vacation leave) for a maximum up to one year. Upon recommendation from the College President, leave may be granted by the Board for renewal, growth, development, and enrichment. Faculty and administrative employees with three or more consecutive years of service in the College District shall be eligible for consideration for such leave.

Prior to granting a developmental leave, the College District shall require a signed commitment from the employee regarding duties with the College District after the leave is taken. The employee requesting a developmental leave shall agree to serve the College District an amount of time equivalent to the leave taken. If the employee desires to resign from the College District during the developmental leave or during the amount of time the employee agreed to serve, the employee shall be required to remit to the College District any and all benefits paid for the employee on a prorata basis during the leave or return time the employee agreed to serve.

SABBATICAL LEAVE OF  
ABSENCE

Sabbatical leave shall be authorized for the primary purpose of increasing the value of the recipient's contribution to the College District by providing the individual a significant opportunity for profes-

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sional growth. Sabbatical leave may be granted, upon application, for study, research, writing, field observations or other suitable purposes. Opportunities for additional training, for improving skills, and for maintaining currency in the field shall be understood as legitimate reasons for sabbatical leave.

Sabbatical leave shall be defined as release time with all or partial salary (~~but with benefits other than~~ retaining all benefits except accrual of sick, vacation, and personal leave) for either the equivalent of one long semester (up to 100% of base salary) or one academic year (up to 50% of base salary). Upon recommendation from the College President, leave may be granted by the Board for renewal, growth, development, and enrichment. Faculty and administrative employees with six or more consecutive years of service in the College District shall be eligible for consideration for such leave. Sabbatical leaves shall be administered under the personnel administrative procedure.

Prior to granting a sabbatical leave, the College District shall require a signed commitment from the employee regarding duties with the College District after the leave is taken. The employee requesting a sabbatical leave shall agree to serve the College District an amount of time equivalent to twice the leave taken. If the employee desires to resign from the College District during the sabbatical leave or during the amount of time the employee agreed to serve, the employee shall be required to remit to the College District any and all salary and benefits paid to the employee on a prorata basis during the leave or return time the employee agreed to serve.

FAMILY MEDICAL  
LEAVE

The FMLA provides eligible employees up to 12 weeks of unpaid leave within a 12-month period for the qualifying reasons listed in the College District's personnel administrative procedures. The College District's 12-month period begins on the first day FMLA leave is taken. An individual employed by the College District for at least 12 months and for 1,250 hours during the previous 12-month period shall be eligible for up to 12 weeks of unpaid family and medical leave (FML), without loss of any employment benefits accrued prior to the beginning of the leave, for reasons outlined in the FMLA. [See DECA(LEGAL)]

It is the College District's policy to require an employee to designate any paid leave for all or some portion of the employee's FMLA entitlement. The use of paid leave for unpaid FMLA leave time shall not extend the 12-week leave period.

MILITARY LEAVE

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Military leave shall be granted in accordance with the Texas Local Government Code chapters 431, 613, and the Uniformed Services Employment and Reemployment Rights Act (USERRA). An employee preparing to take authorized military leave must furnish his or her supervisor and the director of human resources notice by providing a copy of the military orders and/or appropriate certification within three days of receipt. [See DECB(LEGAL)]

LEAVE WITHOUT PAY

Full-time employees may apply for a leave of absence without pay (LWOP) for personal, family, financial, or other reasons. ~~To be eligible to apply for a LWOP the employee must first meet the eligibility requirements of FMLA.~~ If employees request LWOP for situations not covered by other leave provisions, the request shall be evaluated on a case-by-case basis. **Employees with disabilities may be granted LWOP, when other leaves are exhausted, as long as it does not create an undue hardship on the College. The College actively engages in the interactive process to determine if there is a need for a reasonable accommodation.** The decision to grant ~~such leave~~ LWOP shall be made in the best interest of the College District. During a LWOP, an employee shall not accrue any paid benefits. The use of LWOP shall not extend FMLA leave.

An employee who accepts any other employment during the LWOP shall be considered to have voluntarily resigned from the College District as of the date other employment began. If an employee fails to return from a LWOP for other reasons, the termination date shall be the last day of the approved leave period or the date the employee notifies the Director of Human Resources or the departmental supervisor he or she is not returning, whichever is sooner. Group benefits/insurance may be canceled or continued at the full expense of the employee during a leave of absence without pay.

OTHER LEAVES

All other leaves not specified in this policy or in the College District's personnel administrative procedures shall be administered in accordance with College District policy.