

COMPENSATION AND BENEFITS  
LEAVES AND ABSENCES

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(LOCAL)

COMPREHENSIVE LEAVE PROGRAM	The Board <del>shall</del> provides a comprehensive program of leave <u>bene- fits as a benefit</u> for full-time employees of the College District.
ACCRUAL OF LEAVE	Leave hours <del>shall</del> accrue on the last day of each month. An em- ployee <del>who is shall work or be</del> in a paid status <u>(at work or on paid leave) through on</u> the last day of the month <del>in order to earns</del> leave hours for that month. <del>Newly hired employees shall work on or be before the last day of the month of hire in order to earn leave hours for that month.</del>
REPORTING ABSENCES	<del>The human resources office shall establish procedures for the re- porting of employee absences</del> <u>Employee absences are reported through a time and attendance reporting system. Employees who are in a supervisory position shall ensure</u> <u>Supervisors ensure ap- propriate documentation and use of leave -compliance with the College District procedures and for reporting absences of employ- ees under their super-vision take action, as needed, if an employee does not accurately report his/her absences. See DMAA(Local).</u> <del>Failure of an employee to comply with provisions of this policy may be grounds for dismissal/disciplinary action as provided in DMAA(LOCAL).</del>
FAMILY AND MEDICAL LEAVE DEFINITIONS	For purposes of the Family and Medical Leave Act (FMLA), the fol- lowing definitions <del>shall</del> apply.
CHILD	A child is defined as a biological, adopted, or foster son or daugh- ter, a stepchild, a legal ward who is under age 18, or someone 18 years or older who is incapable of self-care because of a mental or physical disability.
SPOUSE	A spouse is defined as a husband or wife of the employee.
PARENT	A parent is defined as either a biological parent or an individual who stands or stood "in loco parentis" to an employee when the employee was a child. In-laws are not considered parents for these purposes.
HEALTH-CARE PROVIDER	A health-care provider is: <ol style="list-style-type: none"><li>1. A doctor of medicine or osteopathy who is state authorized to practice medicine or surgery.</li><li>2. Any other person determined by the Department of Labor to be capable of providing "health-related service", such as li- censed dentists, clinical psychologists, optometrists, chiro- practors, nurse-midwives, and "listed" Christian Science prac- titioners.</li></ol>

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TWELVE-MONTH PERIOD	For purposes of an employee's <del>entitlement to</del> <u>eligibility for</u> FMLA leave, the 12-month period <del>shall be</del> <u>is</u> measured forward from the date an individual employee's first FMLA leave begins.
CONCURRENT USE OF LEAVE	The College District <del>shall require</del> <u>s</u> employees to use FMLA leave concurrently with all applicable paid leave and temporary disability leave, when applicable. <del>Additionally, the employee shall be required to use all leave available under the particular circumstance and in the order determined by this policy. All family and medical leave-eligible</del> Absences beyond available paid leave <u>while on FMLA shall are be</u> without pay.
COMBINED LEAVE FOR SPOUSES	<del>If</del> <u>When</u> both spouses are employed by the College District, the College District <del>shall limit</del> <u>provides a combined total of 12 weeks (in any combination) of</u> FMLA leave for the birth, adoption, or placement of a child, or to care for a parent with a serious health condition, <del>to a combined total of 12 weeks. The College District shall limit military caregiver leave to</del> <u>and a combined total of 26 weeks of leave for military caregivers.</u> [See DECA(LEGAL)]
INTERMITTENT OR REDUCED SCHEDULE LEAVE	<del>The College District shall permit use of</del> <u>Employees may use</u> intermittent or reduced schedule FMLA leave for the care of a newborn child or for the adoption or placement of a child with the employee. [See DECA(LEGAL) for use of intermittent or reduced schedule leave due to a medical necessity.]
CERTIFICATION OF LEAVE	<del>If an</del> <u>When an</u> employee <u>is eligible for or requests</u> FMLA leave, the employee <u>is responsible for</u> <del>shall provide</del> <u>ing</u> certification <u>of the need for leave</u> , as required by FMLA regulations, <del>of the need for leave.</del> [See DECA(LEGAL)]
FITNESS-FOR-DUTY CERTIFICATION	If an employee takes FMLA leave due to <del>the employee's</del> <u>his/her</u> own serious health condition, the employee <del>shall</del> <u>is responsible for</u> providing, <del>before resuming work,</del> a fitness-for-duty certification <u>before returning to work.</u> This is to ensure the employee does not return to work before it is medically safe for <del>them</del> <u>him/her to do so.</u> <del>If the College District will require certification of the employee's ability to perform essential job functions,</del> the College District <del>shall</del> <u>provides</u> a list of essential job functions to the employee with the FMLA designation notice <u>to aid the physician/healthcare provider in making the return-to-work determination and any requests for reasonable accommodations that may be needed.</u>
FAILURE TO RETURN	If, at the expiration of FMLA leave, the employee is able to return to work but chooses not to do so, the College District may require reimbursement of premiums paid by the College District during the leave. [See DECA(LEGAL), RECOVERY OF BENEFIT COST]

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An employee who is absent because of a job-related injury or illness ~~is shall be~~ assigned to ~~family and medical leave~~ FMLA leave, when applicable. The employee has a choice regarding ~~shall inform the appropriate administrator~~ whether he or she chooses to use available paid leave while receiving workers' compensation benefits. These choices are provided to the employee in writing so he/she can make the best decision for his/her personal circumstances.

SICK LEAVE

Sick leave benefits are provided to full-time employees and shall may be used ~~only~~ for absences because of:

- Illness or medical or dental appointments of the employee, or
- ~~Illness or medical or dental appointments of the employee's immediate family, which is defined for the purposes of this policy as the spouse or dependent child(ren) of the employee, when it is necessary for the employee to care for the ill spouse or dependent child(ren).~~
- Up to three days (24 hours) of accrued sick leave may be used each fiscal year for medical or dental appointments or to help care for an extended family member who is ill. Extended family members include Up to a maximum of three days (24 hours) per fiscal year of accrued sick leave, as defined above, may be used for the illness or medical or dental appointments of extended family members, which includes mother, father, adult children, grandmother, grandfather, grandchildren, sister, brother, and in-laws. Step and foster relationships of the above are included in the definition of extended family members. An example of the application of the three-day/24-hour extended family maximum is as follows: An employee who has at least 24 available hours of accrued sick leave and has not used any leave for extended family members during the fiscal year may use four hours of sick leave to take his or her grandchild to the doctor and still have a balance of 20 hours of total accrued sick leave accrual available to assist any other eligible extended family members during that fiscal year.
- Employees who have been continuously employed for at least 12 months in a benefits-eligible position may use up to six weeks (240 hours) of earned paid sick leave or leave without pay may be taken upon the birth or adoption of a child, subject to any additional unpaid leave under the FMLA.

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	<p><del>An employee who has been continuously employed for at least 12 months in a benefits-eligible position, and who is otherwise not qualified to use sick leave, may use up to six weeks (240 hours) of earned sick leave upon the birth of his/her own biological child.</del></p> <p><del>Information regarding the documentation required for use of sick leave for extended family members is available on the human resources Web site under "Procedures and Guidelines."</del></p> <p><u>Sick leave is accrued at a rate of eight (8) hours per month. Unused sick leave accumulates to a maximum of 720 hours.</u></p> <p><u>Unused sick leave is not payable. When leaving benefits-eligible employment with the college, an employee is not paid for unused sick leave at termination, resignation, or retirement.</u></p> <p><u>For more information, see the Human Resources web site.</u></p>
ILLNESS / UNSCHEDULED ABSENCES	<p>In the event of illness or any other unscheduled absence, the employee <del>shall</del> <u>is responsible for</u> contacting the supervisor at the beginning of the illness or event and advise the supervisor of the circumstances and the anticipated length of the absence. If the employee cannot return to work on the date indicated, the employee <del>shall</del> <u>is responsible for</u> contacting the supervisor and following up in writing with a revised anticipated date of return.</p> <p>An employee who is absent from work without approval and who does not call his or her supervisor or report to work for three consecutive days <del>shall</del> <u>may</u> be recommended for termination from his or her position with the College District. <u>absent a request for a reasonable accommodation or extenuating circumstances conditionsthat prevented prohibitedthe employee from providing this timely noticewill be considered. for "job abandonment."</u></p>
ABSENCE REPORTING	<p><del>The requirements set out herein shall not be waived by any supervisor.</del></p> <p><del>The employee shall</del> <u>Each employee is responsible for requesting approval for leave in advance, in writing, from his/her supervisor and for documenting the absences from work in the College District's time and attendance system on the day of upon</u> return from leave.</p> <p>If the employee establishes a pattern of absences, the employee's supervisor may inquire as to the necessity of such absences. Such absences may be subject to medical verification at any time, and related expenses <del>shall be</del> <u>for verification</u> paid by the employee.</p> <p>An employee absent from work for a period of time greater than five working days, or following any period of hospitalization, <del>shall</del></p>

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PERSONAL LEAVE	<p><u>must</u> submit a medical release in order to return to work. The release <del>shall be</del> submitted to the employee's supervisor and the human resources office on or before the employee's return to work. If the release contains work restrictions or limitations, a review of those limitations <del>shall be</del> conducted <u>by the college</u> to determine if the <del>restrictions</del> can be <u>reasonably</u> accommodated.</p> <p>All full-time, benefits-eligible employees <del>are</del><u>shall be</u> allowed up to <del>eight hours</del><u>three days (24 hours)</u> of personal leave each fiscal year to conduct personal business that cannot be handled outside of normal business hours. <del>One unused personal day may be carried over for a maximum accumulation of two personal days (16 hours). This leave is not</del> <u>Unused personal leave may not be carried over to the next year and is not</u> reimbursable if unused or upon termination from employment with the College District.</p>
SABBATICAL LEAVE POLICY AND GUIDELINES	<p>Sabbatical leaves <del>are available to</del> <u>are authorized for the primary purpose of increasing the value of the recipient's sustained contribution to the College District by providing eligible college employees with the individual</u> a significant opportunity for professional growth. <del>The leaves are not to be understood as deferred compensation nor are they to be anticipated simply on the basis of longevity with the College District. No independent right exists for sabbatical leave.</del> <u>Sabbatical leaves are granted based on a review and recommendation by the sabbatical committee in response to the published priorities for the year, with subsequent review, recommendation and consideration by the Executive Vice President, District President and the Board of Trustees. They are not granted on the basis of longevity and are not an entitlement.</u></p> <p>Sabbatical leave may be granted, upon application, for study, research, writing, field observations, or other suitable purposes, <u>such as completing a degree, improving skills, and maintaining currency in the employee's discipline/field.</u> <del>Opportunities for additional training, for improving skills, and for maintaining currency in the field are understood to be included as a purpose of sabbatical leave.</del></p> <p>Eligible employees may apply for a sabbatical upon completion of five years of continuous full-time service. Six years of continuous full-time service must be completed before a sabbatical can commence.</p> <p>An otherwise eligible employee who has received a sabbatical leave within the past five years, whose position is funded by an external grant or contract, or who is in his or her last year of full-time employment with the College District <del>shall be</del> ineligible for sabbatical leave.</p>

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BEREAVEMENT / CRITICAL ILLNESS	<p><u>The vice president of human resources and the chair of the sabbatical leave committee are available to answer</u><del>Specific</del> questions <u>concerning concerning sabbatical leave policy/procedures eligibility for sabbatical leave shall be referred to the vice president of organizational effectiveness and human resources or the chair of the sabbatical leave committee.</u></p> <p><u>Upon employment, a</u><del>All</del> full-time, benefits-eligible employees <del>shall are be</del> allowed up to <u>five days of leave with pay upon the death of an employee's spouse, child, parent or other person who occupies a position of similar significance in the family of the employee, including step and foster children and parents.</u></p> <p><u>A full-time benefits-eligible employee may take</u> three <del>consecutive</del> days of leave with pay for each death <u>of in their immediate family.</u> "Immediate family," for this policy, <del>is defined as the an</del> employee's <del>spouse, mother, father, sister, brother, children, grandparents, grandchildren, mother-in-law, father-in-law, sister-in-law, brother-in-law, or other person who occupies a similar position/role/standing in the family of the employee, including an employee's step and foster relationships of the above.</del> <u>An employee's step and foster relationships with the above are included in the definition of "immediate family."</u></p> <p><del>An additional two days of extended bereavement leave shall be available to an employee upon the death of an employee's spouse, child, parent, or other person who occupies a position of similar significance in the family of the employee.</del></p> <p>Employees may take up to three additional <del>consecutive</del> days of paid leave per fiscal year per covered family member for the critical illness of the family members listed above.</p>
JURY DUTY AND COURT APPEARANCES	<p><del>Questions regarding eligibility shall be directed to the human resources office.</del> <u>Human Resources Office personnel can assist employees with questions regarding eligible family members.</u></p> <p><del>Any</del> employee called to serve on a jury in any legal proceedings <del>will</del><u>shall</u> be paid his or her regular salary/wages subject to the provisions outlined below. An employee called for jury duty <del>shall is responsible for immediately report such notice informing to</del> his or her supervisor and submitting <u>a leave form appropriate leave information in the college's time and attendance system</u> upon return from service. A copy of the jury summons and/or a verification of jury service from the court must be <del>attached</del><u>submitted</u>. The employee may retain the fees paid by the courts.</p> <p>An employee required to serve as a witness <del>shall be</del><u>is</u> excused from work, <u>subject to the terms of this policy.</u> <u>The employee can</u></p>

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use any eligible paid leave or leave without pay in the following circumstances: with either a loss of pay or accrued eligible leave time if:

- The employee is a party to the case, unless the employee is made a party defendant by virtue of his or her official position with the College District. in which case, the employee will be compensated for any such time at their normal rate for any time spent testifying as a witness in his/her official capacity;
- The employee is appearing as an expert witness for compensation;
- The employee is receiving compensation for his or her appearance other than the normal witness fee paid by the court; or
- The employee's appearance is directly related to his or her outside employment or business activities or any former business or occupation.
- An employee appearing in his or her official capacity with the College District ~~shall~~will be excused from work with pay and without a loss of leave time.

Service as a witness that does not meet the criteria listed above must be provided outside of assigned working hours or must be charged against the employee's available vacation or personal leave.

An employee serving as a witness under conditions that meet the criteria listed above shall be entitled to accept the customary witness fee paid by the court, except when appearing in his or her official capacity with the College District. Additionally, the employee may accept mileage or per diem allowances paid while serving as a witness. In no instance shall the employee receive dual reimbursement for expenses.

An employee serving as a witness outside of his or her assigned working hours, while using available vacation or personal leave, or while on leave without pay shall be entitled to accept compensation provided the appearance in court does not create a conflict of interest with the employee's service to the College District.

An employee ~~shall be~~is paid his or her regular salary/wages for any travel time to and from jury duty provided the travel occurs during the employee's regular work hours. Travel to and from other cov-

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	<p>ered court appearances <del>shall are</del> also <del>be</del> paid during the employee's regular work hours unless it involves overnight or extended travel.</p>
VOTING IN PUBLIC ELECTIONS	<p>An employee is expected to vote before or after <u>his/her scheduled</u> working hours unless voting at a polling location on <u>a Collin College</u> campus. In the rare instance that this is not possible, the employee may request prior approval from his or her supervisor for time off, not to exceed two hours, to vote.</p>
SICK LEAVE POOL	<p><u>Through the generous contributions of Collin College faculty and staff, a pool of donated sick leave hours has been created and is called the Sick Leave Pool (SLP).</u> The sick leave pool (SLP) is available to full-time, benefits-eligible employees who suffer a serious injury or illness <u>and provides additional paid time to employees who have exhausted their own earned leave balances.</u></p> <p>Employees <del>shall</del><u>must</u> exhaust all eligible paid leave before they are eligible to use leave from the SLP. The hours that may be used from the SLP for each occurrence by each employee will vary according to established SLP guidelines.</p> <p>A serious injury or illness is defined as a severe condition or combination of conditions affecting the mental or physical health of the employee that requires the services of a licensed practitioner for a prolonged period of time and that forces the employee to exhaust all eligible paid leave time earned by that employee and to lose compensation from the College District.</p> <p>"Eligible employee" is defined as any benefits-eligible, full-time (40 hours per week) employee who has completed 90 days of eligible employment before applying for SLP hours.</p> <p><del>"Sick leave pool" is defined as a collection of the employee's donated sick leave hours available to a benefits-eligible employee after exhausting all other sick leave, personal leave, and vacation time available to that employee. The hours that may be used from the SLP for each occurrence by each employee will vary according to established SLP guidelines.</del></p> <p>Contributions to the SLP are <del>strictly</del> voluntary and confidential. Active employees may contribute a maximum of three days of sick leave to the pool each fiscal year <del>in full-day increments equivalent to eight hours.</del> Contributions may be made at designated times during the fall and spring semesters.</p>

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ADMINISTRATIVE LEAVE	<p><u>Guidelines for the SLP are published on the Human Resources web site.</u></p> <p>The District President may place any employee on <u>paid or unpaid</u> administrative leave at his or her discretion as follows:</p> <ol style="list-style-type: none"><li>1. Pending the investigation of a complaint for allegation of wrongdoing against the employee; or</li><li>2. When the District President determines such placement to be in the best interest of the College District and/or the employees.</li></ol>
OTHER ABSENCES <u>AND LEAVE WITHOUT PAY</u>	<p>Any other absences or granted leaves <u>of absence shall will</u> result in an appropriate deduction from pay or deduction from eligible leave balances, consistent with the College District's procedures and guidelines for faculty and staff.</p> <p><u>Up to five (5) days of leave without pay may be granted to an employee for extraordinary circumstances that cannot be addressed within the paid leave benefits provided by the college, in accordance with the college's procedures and guidelines for faculty and staff.</u></p> <p><u>Employees who have been with the college more than 12 months may request leave without pay of up to 720 hours after they have exhausted all eligible leave, including paid, unpaid and Family and Medical Leave for their own serious health condition or that of an immediate family member, to include the spouse or dependent child(ren) of the employee. Upon return from the leave of absence, the employee will be eligible for the same or similar position, upon release from their physician, if applicable, consistent with the College District's procedures and guidelines for faculty and staff.</u></p> <p><u>A full-time employee who has not yet worked the required 12 months and 1250 hours to qualify for FMLA may take a maximum of 20 days (160) hours of leave without pay for their own serious health condition or for the serious health condition of an immediate family member, which is defined for the purposes of this policy as the spouse or dependent child(ren) of the employee.</u></p>
EXPIRATION OF AVAILABLE LEAVE AND ATTENDANCE POLICY	<p>When an employee is close to <u>exhausting using all earned</u> paid and unpaid approved leave, the College District <u>shall will send a letter to the employee to their home address on file send written notice to the employee's last known home address</u> explaining that his or her leave is almost exhausted <u>and the notification requirements for returning to work.</u> and that <u>the employee has five work-days to apply for any other leave for which he or she may be eligible or to notify the College District in writing that the employee is</u></p>

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~~ready, willing, and able to return to work.~~ If the employee's absence is due to his or her own medical condition, ~~his or her return to work written notice shall be valid only if accompanied~~ the employee must present by a written medical clearance from a health-care professional that verifies ~~the employee~~ he/she is able to perform the essential functions of his or her position; and ~~includes~~ a description of any requested job-related accommodations provided by the deadline set by the College, if necessary.

~~A contract employee's failure to apply for and receive approval for additional leave or failure to report and document his or her availability and fitness to return to work within the time frame set forth above shall be deemed as repeated and continued neglect of duties. Such employee shall resign or be subject to termination.~~  
[See DMAA]

~~An at-will employee's failure to apply for and receive approval for additional leave or failure to report and document his or her availability and fitness to return to work within the time frame set forth above shall be deemed to have resigned his or her position with the College District, effective on the last day of approved leave.~~  
If an employee is not medically released to return to work, with or without reasonable accommodations, when all available paid and unpaid leave has been exhausted, the employee's employment with the College will end, absent a request by the employee for a reasonable accommodation. Communications with the employee will be consistent within the College's procedures and guidelines.