

TOPIC:  
Leaves of Absence - Procedures

Policy Number:  
AP5

**Leaves of Absence**

Physical Illness, Mental Illness, Disability, Doctor Appointments.

Full-Time administrative personnel shall earn paid sick leave hours based upon the following schedule. Regular part-time administrative personnel will earn a prorated share of paid sick leave hours based upon the total number of scheduled working hours. Part-time administrative personnel do not receive paid sick leave.

<u>Full Fiscal Years Worked</u>	<u>Paid Sick Leave Hours Earned</u>
0 – 2	80 hours annually (6.67 hours/month)
3 and over	120 hours annually (10 hours/month)

Sick leave hours may be earned until it reaches 800 hours. There is no payout of sick leave at the end of employment.

Additional days may be granted at the discretion of the President. When the leave is drawn upon for extended illness, full salary shall be paid for all accumulated sick leave days. The President may request a statement from a physician certifying illness and/or inability to perform job functions.

Employees must not be eligible for, social security disability payments, KPERS disability payments, or other disability insurance payments or assistance.

Sick leave utilized with Worker’s Compensation payments is addressed in Policy and Procedures C19.

Family Leave.

Family leave shall be granted to each administrative employee in order to attend to the needs of ill family members to include spouse, children, legal dependents, siblings, parents, in-laws, grandparents, grandchild, and any relative in the immediate household of the employee. Family leave is to be taken from the employee’s paid sick-leave days and is not to exceed a total of 10 days (160 hours) in the contract year. A statement from a physician certifying illness may be required at the discretion of the President.

Additional Family Leave.

Additional days up to 30 workdays (240 hours) per occurrence or 60 workdays (480 hours) in the contract year may be granted upon approval of the Board for catastrophic illnesses. This leave is to be taken from the employee’s paid sick-leave days. This

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leave is discretionary and does not accrue. Eligible employees must have utilized all their accumulated leave and must not be eligible for workers' compensation payments, social security disability payments, KPERS disability payments, or other disability insurance payments or assistance. A statement from a physician certifying illness may be required at the discretion of the Board.

#### Return to Duty.

Administrative personnel should, as soon as possible, notify administration of the date planned for return to duty. A physician's statement indicating ability to perform assigned duties may be required at the discretion of the President.

When an administrative employee is on leave of absence, except for personal illness or disability, they will maintain any prior leave days, which may have accumulated but will not accumulate additional days during this period.

#### Bereavement.

Absence due to death in the immediate family of an administrative employee, not to exceed five (5) days (40 hours) per occurrence, shall be granted without loss of pay. This rule is interpreted to include grandparent, grandparent-in-law, father, father-in-law, mother, mother-in-law, sister-in-law, brother-in-law, child, brother, sister, husband, wife, grandchild, legal dependent, or some member of the family living in the same household. Additional leave may be granted at the discretion of the President. This leave is discretionary and does not accrue.

#### Absence for Personal or Business Reasons.

A maximum of one day (8 hours) annually may be granted without loss of pay for certain personal emergencies. This leave is discretionary and does not accrue.

#### Required Court Appearance – Salary.

No deduction in salary will be made for administrative employees to appear in court for college purposes. This privilege does not apply to personal business except where unusual circumstances warrant exception.

#### Jury Duty.

An employee of the College who is called for jury duty may be granted a leave of absence for such time as is necessary to complete his jury obligation, provided

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6/24/14	4/19/23	9/19/23			

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that such leave will not seriously impair the college instructional program, in which case the President will request that the judge release the employee. Such leave of absence, when taken, shall be without loss of pay.

### **Educational Leaves**

#### **Sabbatical Leave.**

Sabbatical leaves may be granted by the Board for up to one year after seven years of service to an administrative employee upon recommendation of the President. The recipient shall receive one-half of his/her salary and full fringe benefits for the year in which the sabbatical is taken.

No more than one administrative employee may be on sabbatical during a fiscal year. In the event that more than the allowed number apply for a sabbatical for any one year, the Board of Trustees shall make the selection based on the order of the receipt of the letters of application. Persons who have been granted a prior sabbatical leave shall be placed at the bottom of the list, regardless of the date of application.

**Right of Appeal.** Upon an unfavorable recommendation from the President, the applicant shall have the right of appeal to the Board.

**Return to Duty.** The applicant shall agree in writing to serve the College for at least two years immediately after completion of leave. If the recipient fails to fulfill this obligation, he/she shall reimburse the College for the full amount of the grant.

#### **Leaves of Absence for Educational Purposes Other Than Sabbatical.**

Leaves of absence for administrative employees shall be left to the discretion of the President. Administrative employees given permission for approved leaves of absence would be entitled to reemployment after the end of said leave, subject to any intervening changes in personnel requirement or assignments. Upon return, the salary shall reflect the approved increase for the year of his/her return only.

**Return to Duty.** All Administrative employees given a leave of absence are required to sign an agreement stipulating two years of service to Cloud County Community College after returning from said leave. This will be signed prior to the Leave.

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Military Leave.

According to law, administrative employees will be granted military leave in accordance with the provisions of the law. Whenever possible, employees are urged to take their military leave periods during the weeks when they are not on duty at the College.

Unpaid Leave.

The Board may approve a period of unpaid leave. The Board shall not be required to pay any salary or benefits during periods of unpaid leave except as may be required by law.