

## Chapter 2 LEAVE PLAN

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## Chapter 2

### LEAVE PLAN

#### 1.0 General

Regular full-time employees begin earning paid leave starting on the first day of employment with the College. Regular full-time employees are able to use earned leave after the employee has worked for 90 calendar days. Example: An employee who begins work on September 1 will be eligible to begin to use paid leave on November 30.

An employee should request sick leave as early as possible prior to the employee's scheduled starting time. Employees are required to request vacation and personal leave in advance from their supervisor. A supervisor has the discretion to grant or deny leave based on the needs of the College.

#### 2.0 Holiday Leave

Holiday leave is a benefit that provides eligible staff with paid time off to celebrate certain national and other holidays. The amount paid for each day on holiday leave is the amount the employee would earn for a normal workday.

##### 2.1 Eligibility

###### 2.1.1 Full-time Employees

Full-time regular employees are eligible for holiday leave (except as provided by the subsections below).

###### 2.1.2 Part-time Employees

Part-time regular employees with at least half-time appointments are eligible for holiday leave after one year of service. Holiday leave for part-time regular employees is prorated (based upon the percentage of time worked during the previous anniversary year).

###### 2.1.3 Newly Hired Employees

A newly hired full-time regular employee commencing employment after October 31 is eligible for Christmas Day and New Year's Day holiday pay during the winter break, but he/she will not be eligible for holiday pay for the other days during the winter break. The winter break usually begins on Christmas Eve and continues through the first work day after New Year's Day.

- 2.1.4 Employees With Less Than 12-Month Appointments: Employees with less than 12-month appointments are not paid for holidays that do not fall within their appointment period.

## 2.2 Holiday Leave Days

Friday of Spring Break

Monday following Commencement

Memorial Day

Independence Day

Labor Day

Thanksgiving Day

Friday following Thanksgiving

Christmas Eve through the first work day after New Year's Day

## 2.3 Other Holidays

The College recognizes that some employees may wish to celebrate religious and other holidays. Employees may use earned vacation or personal leave to observe these holidays with approval of their supervisor.

## 2.4 Variations in Normal Holiday Schedule

### 2.4.1 The first work day after New Year's Day

The day prior to Christmas Eve will be substituted for the first work day after New Year's Day when New Year's Day falls on a Wednesday through Saturday.

### 2.4.2 Monday following Commencement

Buildings and Grounds, Dining Services and Public Safety may substitute one of two alternate dates for employees to observe this holiday. The substitution plan must be based on departmental work requirements, include all members of the department, and be approved by the Director of Human Resources.

### 2.4.3 Independence Day

When July 4 is a Saturday, the holiday will be observed on the preceding Friday. When July 4th is a Sunday, the holiday will be observed on the following Monday.

### 2.4.4 Other Variations

The College reserves the right to change the holiday schedule to serve the needs of the institution. The holiday schedule is published and distributed by Human Resources in January each year. It is unlikely that the College would deviate from the published schedule.

## 2.5 Payment in Lieu of Time Off

### 2.5.1 Non-Exempt Employees

Regular non-exempt employees required to work on an official College holiday will be paid at one and one-half times their regular hourly rate for actual hours worked on the holiday in addition to the regular holiday pay.

#### 2.5.2 Exempt Employees

Regular exempt employees are not paid extra for working on an official College holiday. An exempt employee may, however, with the approval of the employee's supervisor, substitute the College holiday for a normal workday during the same pay period.

### 3.0 Vacation Leave

Vacation leave is a benefit that provides eligible employees with paid time off to take vacations and pursue other personal endeavors. It is expected that vacation leave will normally be scheduled well in advance of the leave. The amount paid for each day of vacation leave is the amount the employee would earn for a normal workday.

#### 3.1 Eligibility

3.1.1 Regular full-time exempt and non-exempt employees who work 12 months per pay are eligible to take vacation leave.

3.1.2 After one year of service, regular part-time exempt and non-exempt employees who work 12 months per year and at least half time, are eligible to take vacation leave. Eligible employees earn leave on a prorated basis in proportion to the percentage of time worked in the previous anniversary year.

#### 3.2 Earnings Rate

3.2.1 Full-time Exempt Employees (40 hours per week): Eligible employees earn vacation leave according to the number of hours in the normal workweek. Earnings begin with the date of hire. Vacation leave is accumulated at a rate of 6.16 hours per pay period. The maximum number of vacation hours that an employee can earn in a year is 160. The maximum number of vacation hours that can be carried over at the end of any pay period is 320.

3.2.2 Full-time Exempt Employees (35 hours per week)

Eligible employees earn vacation leave according to the number of hours in the normal workweek. Earnings begin with the date of hire. Vacation leave is accumulated at a rate of 5.39 hours per pay period. The maximum number of vacation hours that an employee can earn in a year is 140. The maximum number of vacation hours that can be carried over at the end of any pay period is 280.

3.2.3 Full-time Non-Exempt Employees (40 hours per week)

Eligible employees earn vacation leave based on the number of years of service and the regular weekly hours. Earnings begin with the date of hire.

- Fewer than 3 years of service: Vacation leave is accumulated at a rate of 3.08 hours per pay period. The maximum number of vacation hours that an employee can earn in a year is 80 hours. The maximum number of vacation hours that can be carried over at the end of any pay period is 160.
- 3 to 6 years of service: Vacation leave is accumulated at a rate of 4.62 hours per pay period. The maximum number of vacation hours that an employee can earn in a year is 120 hours. The maximum number of vacation hours that can be carried over at the end of any pay period is 240.
- More than 6 years of service: Vacation leave is accumulated at a rate of 6.16 hours per pay period. The maximum number of vacation hours that an employee can earn in a year is 160 hours. The maximum number of vacation hours that can be carried over at the end of any pay period is 320.

#### 3.2.4 Full-time Non-Exempt Employees (35 hours per week)

Eligible employees earn vacation leave based on the number of years of service and the regular weekly hours. Earnings begin with the date of hire.

- Fewer than 3 years of service: Vacation leave is accumulated at a rate of 2.70 hours per pay period. The maximum number of vacation hours that an employee can earn in a year is 70 hours. The maximum number of vacation hours that can be carried over at the end of any pay period is 140.
- 3 to 6 years of service: Vacation leave is accumulated at a rate of 4.04 hours per pay period. The maximum number of vacation hours that an employee can earn in a year is 105 hours. The maximum number of vacation hours that can be carried over at the end of any pay period is 210.
- More than 6 years of service: Vacation leave is accumulated at a rate of 5.39 hours per pay period. The maximum number of vacation hours that an employee can earn in a year is 140 hours. The maximum number of vacation hours that can be carried over at the end of any pay period is 280.

#### 3.2.5 Anniversary Date

Vacation leave for full-time eligible employees is earned as of the end of each bi-weekly pay period. Any change in earnings rates will occur with the pay period that includes the anniversary date.

#### 3.2.6 Status Change

When a non-exempt employee transfers to an exempt position, or the reverse, the vacation leave earnings rate will change for the first pay period that includes the effective date of the transfer. When an employee changes status and becomes eligible for vacation, vacation earnings begin, based on the appropriate table above, with the pay period that includes the effective date of the status change.

#### 3.2.7 Eligible Part-time Employees

Eligible employees earn leave on a prorated basis in proportion to the percentage of time worked in the previous anniversary year. The leave is credited annually in the pay period after the anniversary date.

### 3.2.8 Maximum Vacation Accumulation

An employee's maximum vacation accumulation equals two times the annual vacation accrual. At the end of any pay period, an employee may not carry forward more than the allowable maximum vacation accumulation. If the maximum is reached, no additional vacation will be earned until vacation has been taken to reduce the accumulation below the maximum.

## 3.3 Use of Vacation Leave

### 3.3.1 Waiting Period

A regular full-time employee may use earned vacation leave only after he/she has worked for 90 calendar days.

### 3.3.2 Scheduling

Vacation leave may be taken by an employee, only with the approval, in advance, of the employee's supervisor. Vacation leave is granted or denied at the discretion of the supervisor. The primary basis for the exercise of discretion is the department's work requirements.

### 3.3.3 Minimum Units

Vacation leave must be used in increments of one hour or one day.

### 3.3.4 Use of Time at Separation

An employee may not use accrued vacation leave to extend the last day of employment.

## 3.4 Reporting and Recording of Vacation Activity

All use of vacation leave is to be recorded on the bi-weekly time sheet. Time sheets must be signed by the employee and reviewed and signed by the employee's supervisor. Vacation leave is printed on each employee's pay stub. The amount of vacation leave printed on the stub is one pay period behind the actual accrued balance.

## 3.5 Vacation Leave at Separation

Upon separation, all eligible employees (who have worked for at least 90 calendar days) will be compensated for all unused vacation leave up to the maximum accumulation allowed at their normal rate of pay. If adequate notice is given by the employee, the pay-out for unused vacation leave will be included in the pay check for the pay period that includes the last day of work.

## 4.0 Sick Leave

Sick leave and extended illness leave are benefits that provide eligible employees with paid time off to obtain routine medical services and/or medical treatment and to recuperate from illness or injury. The amount paid for each day of sick leave is the amount the employee would earn for a

normal workday. Sick leave may be used in the case of an illness, disability (including maternity) or injury of the employee. Sick leave may also be used for an illness or disability of an employee's children, spouse or parents if the employee's attendance is required.

The College reserves the right to request a physician's certificate for any absence. An absence associated with illness, injury or a medical condition that extends longer than three work days may require a note from a physician. The physician's note should specify the expected duration of absence or the approval to return to work.

#### 4.1 Eligibility

4.1.1 All regular full-time employees are eligible for sick leave.

4.1.2 All regular part-time employees with at least half-time appointments are eligible for sick leave after one year of service.

#### 4.2 Earnings Rate

4.2.1 Full-time Employees (12 month, 35 hours)

Employees earn 70 sick leave hours a year, at the rate of 2.70 hours per pay period worked.

4.2.2 Full-time Employees (12 month, 40 hours)

Employees earn 80 sick leave hours a year, at the rate of 3.08 hours per pay period worked.

4.2.3 Full-time Employees (10 month, 35 hours)

Employees earn 56 sick leave hours a year, at the rate of 2.55 hours per pay period worked.

4.2.4 Part-time Employees

Regular part-time employees, eligible for sick leave, earn leave on a prorated basis in proportion to the percentage of time worked in the previous anniversary year. The leave is credited annually in the pay period after the anniversary date

4.2.5 Maximum Sick Leave Accumulation

An employee's maximum sick leave accumulation equals 90 times the normal daily hours. At the end of any pay period, an employee may not carry forward more than the allowable maximum sick leave accumulation. If the maximum is reached, no additional sick leave will be earned until sick leave has been taken to reduce the accumulation below the maximum.

4.2.6 Status Change

When an employee who is eligible for sick leave changes normal work week hours, he/she begins earning sick leave at the new rate for the pay period that includes the effective date of the status change.

#### 4.3 Use of Sick Leave

##### 4.3.1 Waiting Period

A regular full-time employee may use earned sick leave only after he/she has worked for 90 calendar days.

##### 4.3.2 Reporting to Supervisor

An employee is responsible for reporting to his/her supervisor, as early as possible prior to the employee's scheduled starting time, that the employee is unable to report for work because of personal illness, injury, or illness in the immediate family. If an employee does not call his/her supervisor to report the use of sick leave, the employee will be considered absent without approved leave. Absence without approved leave may result in a salary deduction and/or disciplinary action up to and including termination.

##### 4.3.3 Minimum Units

Sick leave may be used in increments of one hour or one day.

#### 4.4 Reporting and Recording of Sick Leave Activity

All use of sick leave is to be recorded on the bi-weekly time sheet. Time sheets must be signed by the employee and reviewed and signed by the employee's supervisor. Sick leave is printed on each employee's pay stub. The amount of sick leave printed on the stub is one pay period behind the actual accrued balance.

#### 4.5 Coordination with Other Leave

##### 4.5.1 Vacation Leave

An employee with no accumulated sick leave may charge additional absences to accumulated vacation leave.

##### 4.5.2 Illness while on Vacation Leave

If an employee becomes ill while on vacation, the leave is still counted as vacation leave, not as sick leave.

##### 4.5.3 Leave without Pay

If an employee expends all accumulated vacation leave, the employee may request a leave of absence without pay or a family and medical leave. Please refer to Sections 6 and 7 of this chapter describing family and medical leave and leave of absence without pay.

##### 4.5.4 Workers' Compensation

An employee is not charged sick leave when he/she has been approved for workers' compensation benefits by the College's carrier.

#### 4.6 Advances of Sick Leave for Extended Illness

Regular full-time employees who have been employed for at least one year may be advanced a maximum of 10 days sick leave when a serious illness, injury or medical condition extends

beyond the amount of available sick, vacation and personal leave. An advance of sick leave must be approved by the Vice President for Finance and Management. The employee must present a written physician certification to Human Resources in order to be eligible for an advance of sick leave. The payback for advanced sick leave shall begin immediately and continue until the advance has been repaid. Any sick leave taken during the payback period will be added to the amount to be repaid; however, the hours of sick leave to be repaid may not exceed the original amount advanced. Employees separating from employment prior to full payback must reimburse the College for the balance of the advanced leave taken.

#### 4.7 Payment for Unused Sick Leave

An employee will not be paid for unused sick leave at any time, including separation from College service.

#### 4.8 Short-Term Disability

##### 4.8.1 Eligibility

Regular full-time employees who have completed one year of continuous full-time employment are eligible for short-term disability leave.

##### 4.8.2 Purpose

Short-term disability leave may be used when the employee is unable to perform the material duties of the employee's regular job because of a non-work related illness, injury, or medical condition.

##### 4.8.3 Exclusion Period

Short-term disability leave will not commence until after 30 continuous workdays of a certified medical disability.

##### 4.8.4 Benefits

For the 31st to the 65th workday, the employee receives 100 percent of pay.

For the 66th through the earlier of the 130th workday or the date for which the employee begins eligibility for long-term disability, the employee receives 60 percent basic monthly earnings as defined in the long-term disability insurance policy in effect at the beginning of the leave.

For any period for which the employee receives pay under subsections above, vacation, sick, and personal leave will continue to accrue and the College will continue to pay the employer's portion of premiums for group life insurance, disability insurance, health insurance and retirement contribution.

##### 4.8.5 Coordination of Benefits

An employee may elect to use any available sick or vacation leave to receive up to 100 percent of the employee's pre-disability pay after the 66<sup>th</sup> day and before long-term disability takes effect.

#### 4.8.6 Documentation

The employee must present a written physician's certification to Human Resources before benefits will be paid under this policy. During the leave period, the College reserves the right to require a medical examination by a physician selected by the College. The College will pay for a required medical examination. The College also requires a periodic update from a physician regarding the employee's ability to return to work. Furthermore, an employee must present a physician's certification documenting his/her ability to return to work.

### 5.0 Personal Leave

Personal leave is a benefit that provides regular non-exempt employees who meet eligibility requirements with paid time off to meet family emergencies and tend to personal matters such as religious holidays. It is expected that personal leave events will often require more immediate scheduling than vacation leave. The amount paid for each day on personal leave is the amount the employee would earn for a normal workday.

#### 5.1 Eligibility

Regular full-time non-exempt employees are the only employees eligible for personal leave.

#### 5.2 Earnings Rate

Personal leave is earned during the fiscal year (July 1 to June 30). For employees whose normal workweek is 35 hours, the accrual rate is .81 hours per bi-weekly pay period worked. For employees whose normal workweek is 40 hours, the accrual rate is .93 hours per bi-weekly pay period worked.

#### 5.3 Use of Personal Leave

##### 5.3.1 Waiting Period

A regular full-time employee may use earned personal leave only after he/she has worked for 90 calendar days.

##### 5.3.2 Request for Leave/Reporting to Supervisor

An employee should request the use of personal leave in advance from his/her supervisor. In case of an emergency, an employee is responsible for reporting to a supervisor, as early as possible, that he/she will be unable to report to work and request the use of personal leave.

##### 5.3.3 Minimum Units

Personal leave may be used in increments of one hour.

#### 5.4 Recording and Reporting of Personal Leave

All use of personal leave is to be recorded on the bi-weekly time sheet. Time sheets must be signed by the employee and be reviewed and signed by the employee's supervisor. Personal leave is printed on each employee's pay stub. The amount of personal leave printed on the stub is one pay period behind the actual accrued balance.

#### 5.5 Unused Personal Leave

After June 30<sup>th</sup>, unused personal leave is transferred to the employee's sick leave accumulation. Personal leave carries no cash value upon separation from College service.

### 6.0 Family and Medical Leave

Family and medical leave is unpaid leave mandated by the federal Family and Medical Leave Act of 1993. Family leave is limited to specific uses and is limited to 12 weeks within a 12-month period. The description below summarizes the principal provisions of family and medical leave; however, the law itself governs an individual case. Before requesting family and medical leave, an employee should consult with the Director of Human Resources to discuss the application of the law to the specific request.

#### 6.1 Eligibility

An employee is eligible for family and medical leave if he or she has been employed by the College for at least twelve months and has worked at least 1,250 hours during the 12-month period immediately preceding the leave.

#### 6.2 Eligible Uses

6.2.1 The birth of a son or daughter.

6.2.2 The placement with the employee of a son or daughter for adoption or foster care.

6.2.3 A serious health condition that makes the employee unable to perform the functions of his/her job. (A serious health condition is defined as an illness, injury, impairment or physical or mental condition involving either inpatient care or continuing treatment by a health care provider.)

6.2.4 To care for the employee's son or daughter, spouse or parent with a serious health condition.

#### 6.3 Duration of Leave

An eligible employee may use up to 12 weeks of unpaid family and medical leave during any 12-month period. Family and medical leave may be taken intermittently or on a reduced schedule, if medically necessary.

#### 6.4 Approval of Family and Medical Leave

6.4.1 Notice

An employee should provide at least verbal notice of the need for family and medical leave as soon as practicable or 30 days in advance when the need for leave is foreseeable. The employee must submit in writing, a request specifying the reason for the leave and the expected duration of the leave.

6.4.2 Approval/Denial

A request for family and medical leave will be approved or denied by the Director of Human Resources after consultation with the employee's supervisor and the Vice President for Finance and Management. The determination will be in writing and an approval letter will set forth the terms of the family and medical leave.

6.5 Documentation

In the case where an employee requests family and medical leave for his/her own or a family member's serious health condition, the College will require medical documentation to support the leave.

6.6 Terms of a Family and Medical Leave

6.6.1 Employment Relationship

The employment relationship is continued during the family and medical leave. An approved leave will not be counted as a break in service.

6.6.2 Pay

An employee on family and medical leave is paid to the extent that personal, vacation or sick leave accumulations permit. The paid portion of family and medical leave is part of the 12 weeks allowed by law. After the exhaustion of such leave, the employee will not be paid for leave time.

6.7 Effect of Family Leave on Other Benefits

6.7.1 Benefit Accrual Rates

The period of the family and medical leave will not count as service time for the computation of benefits eligibility or earning rates except during the period of paid leave.

6.7.2 Leave Earnings

The employee does not earn vacation leave, personal leave, or sick leave while on family and medical leave except during the period of paid leave.

6.7.3 Retirement Benefit

The employer's retirement contribution will continue during the period of paid leave. The employee may make arrangements with the College's Benefits Administrator to make individual contributions (that will not be matched by the College) during the period of unpaid leave.

6.7.4 Health Insurance Benefits

During family and medical leave, an employee's eligibility to participate in the group health program will be continued. If the leave is unpaid, the employee must make arrangements to pay his/her share of the premium to the Benefits Administrator by the first of the month.

6.7.5 Life and Disability Insurance

Life and disability insurance normally ends at the end of the month, after the unpaid period of the family and medical leave begins, unless an exception has been granted by the insurance carrier and the employee assumes responsibility for the premium payments.

6.7.6 Insurance Premium Payments

Payments for any month of coverage must be made to the College and received by the Benefits Administrator by the first of the month.

6.7.7 Other Benefits

Check with the Director of Human Resources for the applicability of other benefits.

6.8 Periodic Review

The College will require a physician's certification to support the medical leave. The College also expects an employee on family and medical leave to contact the Director of Human Resources periodically to discuss the leave status.

6.9 Return to Work

In accordance with applicable federal law, upon completion of the family leave, the College will restore the employee to his/her former position or to an equivalent position with equivalent benefits, pay, and other conditions of employment. If an employee does not return to work, his/her employment status will be terminated.

7.0 Leave of Absence Without Pay

7.1 Eligibility

Regular full-time employees, with at least one year of service, are eligible to request a leave of absence without pay.

7.2 Request

An employee seeking a leave of absence without pay must submit a request in writing to the employee's supervisor with a copy to the Director of Human Resources. The request must specify the reason for the leave and the duration of the leave.

### 7.3 Approval Process

A request for a leave of absence of five or fewer days may be approved or denied by the employee's supervisor after consultation with the Director of Human Resources.

A request for a leave of absence of more than five days may be approved or denied by the Director of Human Resources after consultation with the employee's supervisor and the Vice President for Finance and Management. The determination will be in writing and an approval letter will set forth the conditions associated with the leave of absence.

### 7.4 Terms of a Leave of Absence

#### 7.4.1 Length

A leave of absence may not exceed one year.

#### 7.4.2 Exhaustion of Leave Benefits

Prior to the beginning of any leave of absence without pay, the employee must use all available vacation and personal leave.

#### 7.4.3 Employment Relationship

The employment relationship is continued during the leave of absence without pay. An approved leave will not be counted as a break in service.

#### 7.4.4 Pay

Eligibility for a pay adjustment upon return to service will depend upon the duration of the leave and will be specified in the letter granting the leave of absence without pay.

### 7.5 Benefits

#### 7.5.1 Benefit Accrual Rates

The period of the leave of absence without pay will not count as service time for the computation of benefits eligibility or benefit accrual rates.

#### 7.5.2 Leave Earnings

An employee does not earn vacation leave, personal leave, or sick leave while on leave of absence without pay.

#### 7.5.3 Retirement Contributions

Retirement contributions by the College will cease during the leave of absence without pay. The employee should contact the College's Benefits Administrator if the employee is interested in continuing an individual contribution on an after-tax basis to his/her retirement account. In this case, the College will not match the employee's contribution.

#### 7.5.4 Health Insurance Benefits

During a leave of absence without pay, an employee is eligible to participate in the College's group health plan. The employee is responsible for the full payment of the premium under COBRA. Employees with 10 years of continuous service are entitled to a temporary continuation of the health insurance benefit (the College will continue to pay the employer's portion for 3 months). After the 3-month period, an employee may continue to participate in the plan, but he/she will then be responsible for the full payment of the premium under COBRA.

7.5.5 Life and Disability Insurance

Life and disability insurance coverage normally ends at the end of the month after the leave of absence begins unless an exception has been granted by the insurance carrier and the employee assumes responsibility for the premium payments.

7.5.6 Insurance Premium Payments

Payments for any month of coverage must be made to the College and received by the Benefits Administrator by the first of the month.

7.5.7 Other Benefits

All other benefits will cease during the leave of absence without pay.

7.6 Employment at the End of the Leave

7.6.1 Return to Work

At the end of the approved leave of absence without pay the employee is expected to return to work. Unless otherwise specified in the letter granting the leave of absence, the College will provide a position with duties similar to, but not necessarily the same as, the position from which leave was taken.

The employee's pay will be determined based upon the standard salary range for the new position. The employee's eligibility for benefits will be the same as was in effect at the beginning of the leave of absence, unless the College has changed materially one or more of the benefit programs for staff employees with similar status and length of service.

At least two weeks prior to the end of the approved leave of absence without pay, the employee must notify the employee's supervisor that the employee expects to return to work on the approved date. The employee should also arrange with the Benefits Administrator to reinstate the desired benefits and be briefed on any changes in the benefit program.

7.6.2 Failure to Return to Work

If an employee does not return to work at the end of the approved leave of absence, the employment relationship is terminated and any outstanding payments must be reimbursed to the College.

## 8.0 Bereavement Leave

In the event of a death in one's immediate family (spouse, parent, parent-in-law, child, son- or daughter-in-law, sister, brother, grandparent, grandchild or any other relative living in the employee's household), a regular full-time employee is entitled to three consecutive days of leave with pay. Bereavement time may be extended with the approval of the supervisor by using vacation leave, personal leave or leave without pay.

## 9.0 Jury/Witness Leave

A full-time or part-time regular employee selected for jury duty or subpoenaed as a witness in a court action, to which he/she is neither plaintiff nor defendant, will be paid the difference between the employee's regular pay for the scheduled hours and the amount paid by the Court. An employee may elect to keep the court compensation and claim the time off as vacation leave. An employee is expected to return to work if excused by the court before the end of the regular workday. The employee may be requested to furnish evidence from the Clerk of the Court of such duty.

## 10.0 Military Leave

Washington College will grant military leave of absence without pay to all regular full-time or regular part-time employees who enlist in the regular U.S. Armed Forces as well as the Reserves or National Guard, whether voluntary or involuntary. In the case of the Reserves or National Guard, leave will be permitted for initial training, periodic training (weekend duty or summer camp) and when the employee is called to active duty. The employee should notify his/her supervisor in advance of reporting to active duty. A Reservist or National Guardsman should provide the supervisor with a schedule of planned training periods. An employee who must serve in the Reserves or National Guard planned training may count this time as paid vacation leave or a leave of absence without pay.

In accordance with applicable federal and state laws, upon completion of military service, the College will restore the employee to his/her former position or to a position of like seniority, status and pay, provided they apply for reappointment within the designated legal time limits established by federal law and are qualified to resume employment. Any seniority established by an employee entering military service will be protected.

An employee on military leave will be eligible for benefits continuation as outlined in the leave of absence without pay policy. An employee who plans to take military leave should inform Human Resources as early as possible to insure the continuity of applicable benefits.