

Presidential Directive 4– 2004-2, Leave With Pay

1. General Information. The Director of Human Resources has the responsibility to administer policies related to leaves of absence for classified staff. This circular establishes guidelines and procedures by which a staff employee may apply for and be granted Leave With Pay.

2. Guidelines.

A. Non-emergency Leaves With Pay include:

1. Jury or Legal Duty - Staff employees are entitled to a leave of absence with pay when required to perform jury duty, when subpoenaed as a witness or when summoned to give expert testimony.

2. Voting - Any employee entitled to vote in any primary, general or special election shall be eligible for time off with pay for a period up to one hour, during the regular working hours on the day of such election, to cast a legal vote. Such absence shall be taken at a time mutually convenient to the employee and the Appointing Authority.

3. Work Related Leave - Appointing Authorities may grant Leave With Pay to an employee to participate in meetings, institutes, professional examination, and other activities directly related to his or her work.

B. Emergency Leave With Pay may be granted when all of the following conditions are met:

1. No other leave is available to use; and

2. The individual has been employed for a minimum of one (1) year; and

3. The nature of the emergency could have direct negative effect upon the work performance of the employee.

3. Procedure.

A. Non-Emergency Leave with Pay

1. The employee must submit a written request to the immediate supervisor.

2. If the supervisor approves, the request is submitted to the Appointing Authority.

3. The Appointing Authority may grant the request without additional approvals. Documentation of the leave should be inserted into the employee's official Personnel File in the Human Resources Department.

B. Short-Term Emergency Leave with Pay (up to two (2) weeks)

1. The employee must submit a written request to the immediate supervisor.
2. If the supervisor approves, the request is submitted to the Appointing Authority.
3. The Appointing Authority shall evidence approval on the written request and forward the recommendation to the Director of Human Resources for approval.
4. The Director of Human Resources shall inform the Appointing Authority of approval or rejection of the leave request.

C. Extended-Term Emergency Leave with Pay

1. Approval of the Vice President for Administration (VPA) is required for emergency leaves with pay of two (2) to four (4) weeks. The procedures outlined in Part B, above, should be followed. The Director of Human Resources shall then submit the request to the Vice President for Administration for consideration.
2. Approval of the Trustees is required for Leave With Pay in excess of four (4) weeks. The procedures outlines in Part C.1, above, should be followed. The President shall then submit the request to the Trustees for consideration.

Approved (Date)
_President_____