



Frederick Community College Policy

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Leave Benefits	Procedure Number	3.21
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- A. Annual leave. Qualified support and administration employees will earn annual leave on the following schedule which is pro-rated for part-time employees:
1. Administrative Staff. Qualified administrative staff employed on a 12-month basis earn annual leave at the rate of twenty (20) working days per year. Ten and eleven month administrative staff will accrue annual leave at this same rate but will not accrue leave during the periods when they are not required to work (16.7 days for 10 month and 18.37 days for 11 month).
 2. Faculty. Qualified faculty employed on a 12-month basis earn annual leave on the following schedule:
 - a. Assistant Instructor and Instructor Rank. Fifteen (15) working days per year;
 - b. Assistant Professor, Associate Professor and Professor Rank. Twenty (20) working days earned per year.
 3. Supportive Staff. Qualified supportive staff earn annual leave benefits on the following schedule:
 - a. First through third year of continuous employment at Frederick Community College. Ten (10) working days per year. Ten and eleven month support staff will accrue annual leave at this same rate but will not accrue leave during the periods when they are not required to work (8.3 days for 10 month and 9.13 days for 11 month).
 - b. From the beginning of the 4th year through the 7th year of continuous employment. Fifteen (15) working days per year. Ten and eleven month support staff will accrue annual leave at this same rate but will not accrue leave during the periods when they are not required to work (12.5 days for 10 month and 13.75 days for 11 month).
 - c. From the beginning of the 8th year of continuous employment. Twenty (20) working days per year. Ten and eleven month support staff will accrue annual leave at this same rate but will not accrue leave during the periods when they are not required to work (16.7 days for 10 month and 18.37 days for 11 month).
 4. Qualified Faculty (12-month), Administrative and Support Staff. Leave Accumulation:

- a. Staff hired and working prior to 7/1/87. Annual leave may be accumulated to a maximum of forty (40) working days (280 hours). (Prorated for qualified part-time staff.) When the maximum number of days/hours has been accumulated no additional days shall be credited to the employee until enough leave has been used to reduce the accumulation below forty (40) days (280 hours). Upon termination of employment, the staff member is entitled to be paid at the current salary rate for each day of accumulated leave to a maximum of thirty (30) days (210 hours).
 - b. Staff hired and working after 6/30/87. Annual leave may be accumulated to a maximum of thirty (30) working days 210 hours). (Prorated for qualified part-time staff.) When the maximum number of days has been accumulated no additional days shall be credited to the employee until enough leave has been used to reduce the accumulation below thirty (30) days (210 hours). Staff who terminate employment must utilize any leave prior to termination. There is no cash payoff of unused annual leave.
- B. Bereavement Leave. Qualified employees are entitled to four consecutive working days of absence upon the death of a member of the immediate family. Immediate family is defined for this purpose as father, mother, sons, daughters, and spouse or domestic partner (as defined in the Domestic Partner Declaration form). Leave for other members of the family may be granted by the senior Human Resources administrator upon request. Decisions of the senior Human Resources administrator may be appealed to the President.
- C. Holiday Leave. To be eligible to receive holiday pay, qualified employees must either be on work status or on authorized paid leave (sick or annual) the last scheduled work day before the holiday and the first scheduled work day after the holiday. F/T budgeted positions not scheduled to work on a holiday may flex the holiday to a different date. P/T employees not scheduled to work on a holiday may flex the holiday to take a prorated day (e.g. .8 position would get 5.6 hours) on another day. Employees (part or full time) must coordinate the holiday with their supervisor.
- D. Jury Duty and Court Attendance. On proof of the necessity of jury duty or attending court pursuant to subpoena or other order of the court for jury service or related to College work, qualified employees shall be granted a special leave without penalty with the approval of the appropriate vice president.
- E. Leave of Absence without Pay. The College recognizes that an extended period of time off may be required by an employee for such reasons as illness or disability, personal or family need, maternity, or extended academic or vocational studies (other than sabbatical) when College interests will benefit.
 - 1. When an employee has exhausted, or expects to exhaust, all other accrued leave benefits, the senior Human Resources administrator will consider requests for extended leave of absence without pay (longer than 30 days). Ordinarily, leave may be granted for periods up to six months based on the recommendation of the immediate supervisor and vice president of the area.
 - 2. On a case-by-case basis, leave may be granted for periods beyond six months when the supervisor and vice president present sufficient documentation that College needs will be met and that the position will be covered adequately during the leave. Decisions of the senior Human Resources administrator may

be appealed to the President. The employee shall provide an anticipated date of return as a part of the request for leave. Any employee who elects not to return to work at the end of an approved leave must provide advance written notice to the President. The notice period is the same as that required of active employees, which is 90 days for faculty and administrative employees and 30 days for supportive employees.

3. Prior to starting an approved leave of absence, employees should verify with the Human Resources Office the status of insurance, annual and sick leave, and other benefits.
 4. Approval of Family and Medical Leave is provided for in Policy 3.28 and Procedure 3.28.
 5. Leave without pay must be approved prior to the absence unless the employee is absent due to a medical emergency.
 6. The President will grant a leave of absence without pay for a period not to exceed four years to any qualified staff member to campaign for, or serve in, a public office, or to campaign for a candidate for a public office other than the staff member. Leave granted to qualified faculty members shall not be for less than one academic semester or one summer session. Granting of this leave shall be contingent upon the availability of an approved replacement.
- F. Maternity Leave. A qualified employee on maternity leave shall be paid accrued sick leave benefits as in any other sickness or disability.
1. The President will consider a request for additional leave without pay in the same manner as requests for leave for other purposes are considered.
 2. Such leave is also covered under the Family and Medical Leave Act (see Policy 3.28 and Procedure 3.28). Requests for additional leave beyond that covered under the FMLA will be considered in the same manner as requests for leave for other purposes.
- G. Military Leave.
1. The President, upon request by a qualified employee, may grant a leave of absence without pay for the performance of involuntary or voluntary military service. The President is obligated to re-employ a person who left its employ to perform military service, provided the employee has not served for more than 5 years and applies in writing for re-employment within ninety days of discharge from military service.
 2. Employees who are on active reserve duty during their routine training periods (i.e. their two week training commitment) will be compensated for the difference between their reserve pay and their normal FCC salary amount. Reservists must submit their military receipts upon their return and payroll will adjust their pay amounts. Should an employee not submit their pay receipts, the leave period will be handled as leave without pay.
- H. Sabbatical Leave.
1. Sabbatical leave may be granted on a limited basis to those qualified professional, full-time staff members who have completed six

continuous years of service at the College. (Six years may include both faculty and administrative roles and up to 2 years in a support staff role.) Sabbatical leave may be granted for periods of one year at rates not to exceed one-half salary or for periods of one-half year or less at rates not to exceed full salary. The President may adjust the sabbatical leave salaries to reflect employee compensation during the leave from grants-in-aid, fellowships, or scholarships.

2. While sabbatical leaves are considered an earned qualified professional staff benefit, yearly fiscal budgetary constraints may restrict the number of qualified professionals granted sabbatical leaves as well as the type of leave approved by the Board of Trustees. Following the period of sabbatical leave, the recipient shall submit a written report to the President of his/her accomplishments. In addition, he/she shall accept employment at the College for a period of at least one year at the discretion of the Board or repay the salary received from the College during the leave. The Board of Trustees may grant sabbatical leave as it deems appropriate, upon the recommendation of the President based upon value to the professional, value to the College, and budgetary constraints.
 3. Administrative sabbaticals provide an opportunity for individuals to learn new skills, to have quality experiences that enhance leadership and add value to their current role at FCC, and to promote personal motivation. Administrative sabbaticals provide time away from daily work demands. Furthermore, it is recognized that the sabbatical benefit supports the learning of administrators by removing the administrator from current work responsibilities during an appropriate period of time to complete the sabbatical proposal.
- I. Sick Leave. Qualified employees are entitled to a sick leave benefit of one day for each month employed. Sick leave for qualified part-time employees is accrued on a prorated basis. Unlimited sick leave may be accumulated. A physician's statement may be required to justify absences. Exceptions to this policy are at the discretion of the Board of Trustees.
1. An employee may take a maximum of ten days per fiscal year of his/her sick leave for the following purposes:
 - a. Funeral of relative other than one of the immediate family;
 - b. Serious illness of a member of the household or parent or child. Medical certification (on the FMLA form) will be required after 5 days.
 2. Qualified staff employed as of June 30, 1985 under assignment at the time of retirement, or beneficiary of a deceased employee, shall receive terminal pay at the rate of 40% of accumulated sick leave at the regular rate of pay. This benefit shall be limited to a maximum of 40% of 120 days of accumulated leave. To be eligible, the qualified staff member must have served five consecutive years at Frederick Community College. Employees hired after June 30, 1985, will enjoy all provisions of this section except the terminal pay provision at retirement or death. Payment does not apply if employment terminates for reasons other than retirement or death.
- J. Special Leave. With the supervisor's approval, qualified faculty (12-month faculty), administrators and supportive staff may take a maximum of two days of personal leave per fiscal year (prorated for part-time employees). This personal leave may not be accumulated (i.e., carried over to the next fiscal year). The

employee must submit the appropriate request form through his/her supervisor to his/her vice president explaining the reason(s) for the request.