

Policy Type: Professional Staff

Policy Title: Leaves and Absences

Who Does This Policy Affect: All Professional Staff

Purpose: The purpose of this policy is to address policy related to leaves and absences.

Policy Statement:

1. Sick and Emergency Leave

Professional staff who must be absent because of illness shall be allowed full compensation. Sick and emergency leave will be accumulated at the rate of one day per contract month. There is no limit on the amount of sick and emergency days that can be accumulated; however, any employee is only allowed to use up to ninety days at a time. After one day of employment in each fiscal year, a professional staff member without a sick and emergency leave bank may be granted an advance of twenty-two (22) days.

2. Absence for Accident or Injury

Professional staff are entitled to worker's compensation insurance benefits if injury or accident is incurred in the performance of their duties at the College. They will receive their regular salary less the amount of compensation insurance benefits until their accumulated sick leave has been used. After their sick leave entitlement has been used, they will receive worker's compensation benefits only. The deduction from sick leave will be proportionate to the amount of salary paid by the Community College.

3. Bereavement

A professional staff member may be entitled to a maximum of five days of absence without loss of salary to be charged against sick leave in the event of death of any member of the immediate family. Members of the immediate family are defined as parents, grandparents, spouses, children, grandchildren, siblings, in-laws, or a relative living in the immediate household.

4. Military Leave

Professional staff of the College who may be conscripted or who may enlist while conscription is in effect into the Defense Forces of the United States for military service or training, shall be reinstated according to Federal law as regular employees in the College with full credit (including the annual increment(s) under the salary schedule) upon written request supported by competent proof that said applicants are fully qualified physically and mentally to perform the duties of their position.

It is not the policy of Monroe County Community College to request military deferment for any member of the Monroe County Community College.

5. Jury Duty and Subpoenaed Witness

Professional staff who are summoned and report for jury duty or are subpoenaed and report as witnesses in any judicial hearing shall receive a leave of absence and shall be paid at their regular salary rate. All jury duty fees and witness fees shall be turned over to the College.