FY2011-12 Holiday Leave procedures for Employees

Board Policy 619 provides 2 days of leave at Christmas and 1 day of leave for New Years to full-time employees.

Administration requested Board approval for additional leave for 2012 winter break. The Board approved that request at the Nov. 7 Board meeting. In addition to the days provided in the Board policy, employees will receive paid leave for ½ day on Dec. 23 and a full day on Dec. 28; and will be given the opportunity to take Dec. 29 and 30 as additional leave.

Full-time employees will be paid for the afternoon of Dec. 23 and for 8 hrs. on Dec. 26, 27, and 28, and Jan. 2.

A. Procedures for non-exempt (hourly) employee:
    a. If the employee decides to take leave with pay:
        i. A leave request for December 29 and 30 is required to document paid leave.
        ii. Accrued time such as personal or annual/vacation/comp time may be used when available.
    b. If the employee decides to take Leave Without Pay:
        i. A leave request is required to document that regular scheduled work days will be taken as "leave without pay."
        ii. Leave without pay will show in January's pay.

B. Procedures for full-time exempt (non-faculty) employees
    a. No leave requests are required.
    b. *This is a change from the past few years, so please understand that no leave deduction will occur for full-time exempt employees.*

Due to processing time, leave requests are required into the Human Resources Office by noon, December 23, 2011 or leave will be designated as unpaid.

NOTE: HR will send out a PERLEAV report to supervisors after payroll in November, which will give available leave balances.