

COMPENSATION AND BENEFITS  
LEAVES AND ABSENCES

DEC  
(LOCAL)

COMPREHENSIVE LEAVE PROGRAM	The Board provides a comprehensive program of leave benefits for full-time employees of the College District.
ACCRUAL OF LEAVE	Leave hours accrue on the last day of each month. An employee who is in a paid status (at work or on paid leave) on the last day of the month earns leave hours for that month.
REPORTING ABSENCES	Employee absences are reported through a time and attendance reporting system. Supervisors ensure appropriate documentation and use of leave and take action, as needed, if an employee does not accurately report his/her absences. See DMAA(Local).
FAMILY AND MEDICAL LEAVE DEFINITIONS	For purposes of the Family and Medical Leave Act (FMLA), the following definitions apply.
CHILD	A child is defined as a biological, adopted, or foster son or daughter, a stepchild, a legal ward who is under age 18, or someone 18 years or older who is incapable of self-care because of a mental or physical disability.
SPOUSE	A spouse is defined as a husband or wife of the employee.
PARENT	A parent is defined as either a biological parent or an individual who stands or stood "in loco parentis" to an employee when the employee was a child. In-laws are not considered parents for these purposes.
HEALTH-CARE PROVIDER	A health-care provider is: <ol style="list-style-type: none"><li>1. A doctor of medicine or osteopathy who is state authorized to practice medicine or surgery.</li><li>2. Any other person determined by the Department of Labor to be capable of providing "health-related service", such as licensed dentists, clinical psychologists, optometrists, chiropractors, nurse-midwives, and "listed" Christian Science practitioners.</li></ol>
TWELVE-MONTH PERIOD	For purposes of an employee's eligibility for FMLA leave, the 12-month period is measured forward from the date an individual employee's first FMLA leave begins.
CONCURRENT USE OF LEAVE	The College District requires employees to use FMLA leave concurrently with all applicable paid leave and temporary disability leave, when applicable. Absences beyond available paid leave while on FMLA are without pay.
COMBINED LEAVE FOR SPOUSES	When both spouses are employed by the College District, the College District provides a combined total of 12 weeks (in any combination) of FMLA leave for the birth, adoption, or placement of a

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	child, or to care for a parent with a serious health condition and a combined total of 26 weeks of leave for military caregivers. [See DECA(LEGAL)]
INTERMITTENT OR REDUCED SCHEDULE LEAVE	Employees may use intermittent or reduced schedule FMLA leave for the care of a newborn child or for the adoption or placement of a child with the employee. [See DECA(LEGAL) for use of intermittent or reduced schedule leave due to a medical necessity.]
CERTIFICATION OF LEAVE	When an employee is eligible for or requests FMLA leave, the employee is responsible for providing certification of the need for leave, as required by FMLA regulations. [See DECA(LEGAL)]
FITNESS-FOR-DUTY CERTIFICATION	If an employee takes FMLA leave due to his/her own serious health condition, the employee is responsible for providing, a fitness-for-duty certification before returning to work. This is to ensure the employee does not return to work before it is medically safe for him/her to do so. The College District provides a list of essential job functions to the employee with the FMLA designation notice to aid the healthcare provider in making the return-to-work determination and any requests for reasonable accommodations that may be needed.
FAILURE TO RETURN	If, at the expiration of FMLA leave, the employee is able to return to work but chooses not to do so, the College District may require reimbursement of premiums paid by the College District during the leave. [See DECA(LEGAL), RECOVERY OF BENEFIT COST]
WORKERS' COMPENSATION	An employee who is absent because of a job-related injury or illness is assigned to FMLA leave, when applicable. The employee has a choice regarding whether he or she chooses to use available paid leave while receiving workers' compensation benefits. These choices are provided to the employee in writing so he/she can make the best decision for his/her personal circumstances.
SICK LEAVE	Sick leave benefits are provided to full-time employees and may be used for absences because of: <ul style="list-style-type: none"><li>• Illness or medical or dental appointments of the employee, or</li><li>• Illness or medical or dental appointments of the employee's immediate family, which is defined for the purposes of this policy as the spouse or dependent child(ren) of the employee, when it is necessary for the employee to care for the ill spouse or dependent child(ren).Up to three days (24 hours) of accrued sick leave may be used each fiscal year for medical or dental appointments or to help care for an extended family member who is ill. Extended family members include mother, father, adult children, grandmother,</li></ul>

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grandfather, grandchildren, sister, brother, and in-laws. Step and foster relationships of the above are included in the definition of extended family members.

- Up to six weeks (240 hours) of earned paid sick leave or leave without pay may be taken upon the birth or adoption of a child, subject to any additional unpaid leave under the FMLA.

Sick leave is accrued at a rate of eight (8) hours per month. Unused sick leave accumulates to a maximum of 720 hours.

When leaving benefits-eligible employment with the college, an employee is not paid for unused sick leave.

For more information, see the Human Resources web site.

ILLNESS /  
UNSCHEDULED  
ABSENCES

In the event of illness or any other unscheduled absence, the employee is responsible for contacting the supervisor at the beginning of the illness or event and advise the supervisor of the circumstances and the anticipated length of the absence. If the employee cannot return to work on the date indicated, the employee is responsible for contacting the supervisor and following up in writing with a revised anticipated date of return.

An employee who is absent from work without approval and who does not call his or her supervisor or report to work for three consecutive days may be recommended for termination from his or her position with the College District, absent a request for a reasonable accommodation or extenuating circumstances that prevented the employee from providing timely notice.

ABSENCE REPORTING

Each employee is responsible for requesting approval for leave in advance, in writing, from his/her supervisor and for documenting absences from work in the College District's time and attendance system upon return from leave.

If the employee establishes a pattern of absences, the employee's supervisor may inquire as to the necessity of such absences. Such absences may be subject to medical verification at any time, and related expenses for verification paid by the employee.

An employee absent from work for a period of time greater than five working days, or following any period of hospitalization, must submit a medical release in order to return to work. The release is submitted to the employee's supervisor and the human resources office on or before the employee's return to work. If the release contains work restrictions or limitations, a review of those limitations is conducted by the college to determine if the restrictions can be reasonably accommodated.

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PERSONAL LEAVE

All full-time, benefits-eligible employees are allowed up to three days (24 hours) of personal leave each fiscal year to conduct personal business that cannot be handled outside of normal business hours. Unused personal leave may not be carried over to the next year and is not reimbursable if unused or upon termination from employment with the College District.

SABBATICAL LEAVE  
POLICY AND  
GUIDELINES

Sabbatical leaves are available to provide eligible college employees with a significant opportunity for professional growth. Sabbatical leaves are granted based on a review and recommendation by the sabbatical committee in response to the published priorities for the year, with subsequent review, recommendation and consideration by the Executive Vice President, District President and the Board of Trustees. They are not granted on the basis of longevity and are not an entitlement.

Sabbatical leave may be granted, upon application, for study, research, writing, field observations, or other suitable purposes, such as completing a degree, improving skills, and maintaining currency in the employee's discipline/field. .

Eligible employees may apply for a sabbatical upon completion of five years of continuous full-time service. Six years of continuous full-time service must be completed before a sabbatical can commence.

An otherwise eligible employee who has received a sabbatical leave within the past five years, whose position is funded by an external grant or contract, or who is in his or her last year of full-time employment with the College District is ineligible for sabbatical leave.

The vice president of human resources and the chair of the sabbatical leave committee are available to answer questions concerning sabbatical leave policy/procedures

BEREAVEMENT /  
CRITICAL ILLNESS

All full-time, benefits-eligible employees are allowed up to five days of leave with pay upon the death of an employee's spouse, child, parent or other person who occupies a position of similar significance in the family of the employee, including step and foster children and parents.

A full-time benefits-eligible employee may take three days of leave with pay for each death of an employee's sister, brother, grandparents, grandchildren, mother-in-law, father-in-law, sister-in-law, brother-in-law, or other person who occupies a similar position/role/standing in the family of the employee, including an employee's step and foster relationships of the above.

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Employees may take up to three additional days of paid leave per fiscal year per covered family member for the critical illness of the family members listed above.

Human Resources Office personnel can assist employees with questions regarding eligible family members.

JURY DUTY AND  
COURT  
APPEARANCES

An employee called to serve on a jury in any legal proceedings will be paid his or her regular salary/wages subject to the provisions outlined below. An employee called for jury duty is responsible for informing his or her supervisor and submitting appropriate leave information in the college's time and attendance system upon return from service. A copy of the jury summons and/or a verification of jury service from the court must be submitted. The employee may retain the fees paid by the courts.

An employee required to serve as a witness is excused from work, subject to the terms of this policy. The employee can use any eligible paid leave or leave without pay in the following circumstances:

- The employee is a party to the case, unless the employee is made a party defendant by virtue of his or her official position with the College District, in which case, the employee will be compensated for any such time at their normal rate for any time spent testifying as a witness in his/her official capacity;
- The employee is appearing as an expert witness for compensation;
- The employee is receiving compensation for his or her appearance other than the normal witness fee paid by the court; or
- The employee's appearance is directly related to his or her outside employment or business activities or any former business or occupation.
- An employee appearing in his or her official capacity with the College District will be excused from work with pay and without a loss of leave time.

Service as a witness that does not meet the criteria listed above must be provided outside of assigned working hours or must be charged against the employee's available vacation or personal leave.

An employee serving as a witness under conditions that meet the criteria listed above shall be entitled to accept the customary witness fee paid by the court, except when appearing in his or her official capacity with the College District. Additionally, the employee

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may accept mileage or per diem allowances paid while serving as a witness. In no instance shall the employee receive dual reimbursement for expenses.

An employee serving as a witness outside of his or her assigned working hours, while using available vacation or personal leave, or while on leave without pay shall be entitled to accept compensation provided the appearance in court does not create a conflict of interest with the employee's service to the College District.

An employee is paid his or her regular salary/wages for any travel time to and from jury duty provided the travel occurs during the employee's regular work hours. Travel to and from other covered court appearances are also paid during the employee's regular work hours unless it involves overnight or extended travel.

VOTING IN PUBLIC  
ELECTIONS

An employee is expected to vote before or after his/her scheduled working hours unless voting at a polling location on a Collin College campus. In the rare instance that this is not possible, the employee may request prior approval from his or her supervisor for time off, not to exceed two hours, to vote.

SICK LEAVE POOL

Through the generous contributions of Collin College faculty and staff, a pool of donated sick leave hours has been created. The sick leave pool (SLP) is available to full-time, benefits-eligible employees who suffer a serious injury or illness and provides additional paid time to employees who have exhausted their own earned leave balances.

Employees must exhaust all eligible paid leave before they are eligible to use leave from the SLP. The hours that may be used from the SLP for each occurrence by each employee will vary according to established SLP guidelines.

A serious injury or illness is defined as a severe condition or combination of conditions affecting the mental or physical health of the employee that requires the services of a licensed practitioner for a prolonged period of time and that forces the employee to exhaust all eligible paid leave time earned by that employee and to lose compensation from the College District.

"Eligible employee" is defined as any benefits-eligible, full-time (40 hours per week) employee who has completed 90 days of eligible employment before applying for SLP hours.

Contributions to the SLP are voluntary and confidential. Active employees may contribute a maximum of three days of sick leave to the pool each fiscal year. Contributions may be made at designated times during the fall and spring semesters.

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Guidelines for the SLP are published on the Human Resources web site.

ADMINISTRATIVE  
LEAVE

The District President may place any employee on paid or unpaid administrative leave at his or her discretion as follows:

1. Pending the investigation of a complaint for allegation of wrongdoing against the employee; or
2. When the District President determines such placement to be in the best interest of the College District and/or the employees.

OTHER ABSENCES  
AND LEAVE WITHOUT  
PAY

Any other absences or granted leaves of absence will result in an appropriate deduction from pay or deduction from eligible leave balances, consistent with the College District's procedures and guidelines for faculty and staff.

Up to five (5) days of leave without pay may be granted to an employee for extraordinary circumstances that cannot be addressed within the paid leave benefits provided by the college, in accordance with the college's procedures and guidelines for faculty and staff. Employees who have been with the college more than 12 months may request leave without pay of up to 720 hours after they have exhausted all eligible leave, including paid, unpaid and Family and Medical Leave for their own serious health condition or that of an immediate family member, to include the spouse or dependent child(ren) of the employee. Upon return from the leave of absence, the employee will be eligible for the same or similar position, upon release from their physician, if applicable, consistent with the College District's procedures and guidelines for faculty and staff.

A full-time employee who has not yet worked the required 12 months and 1250 hours to qualify for FMLA may take a maximum of 20 days (160) hours of leave without pay for their own serious health condition or for the serious health condition of an immediate family member, which is defined for the purposes of this policy as the spouse or dependent child(ren) of the employee,

EXPIRATION OF  
AVAILABLE LEAVE AND  
ATTENDANCE POLICY

When an employee is close to using all earned paid and unpaid approved leave, the College District will send a letter to the employee to their home address on file explaining that his or her leave is almost exhausted and the notification requirements for returning to work. If the employee's absence is due to his or her own medical condition, the employee must present a written medical clearance from a health-care professional that verifies he/she is able to perform the essential functions of his or her position and a description

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of any requested job-related accommodations provided by the deadline set by the College.

[See DMAA]

If an employee is not medically released to return to work, with or without reasonable accommodations, when all available paid and unpaid leave has been exhausted, the employee's employment with the College will end, absent a request by the employee for a reasonable accommodation. Communications with the employee will be consistent within the College's procedures and guidelines.