

TECHNICAL COLLEGE  
OF THE LOWCOUNTRY

## **Employee Leave Brochure**

### **E-Leave**

***The online, paperless leave system!***

## In order to access the E-Leave System the first time, passwords must be reset.

You should receive an email from the system with a temporary password. If not, from the TCL homepage, select *Employment* from the bottom of the website.

Select E-Leave from the Frequently Requested Websites list.

You may receive a message about webpage certification error. Click "*Continue to this website (not recommended)*".

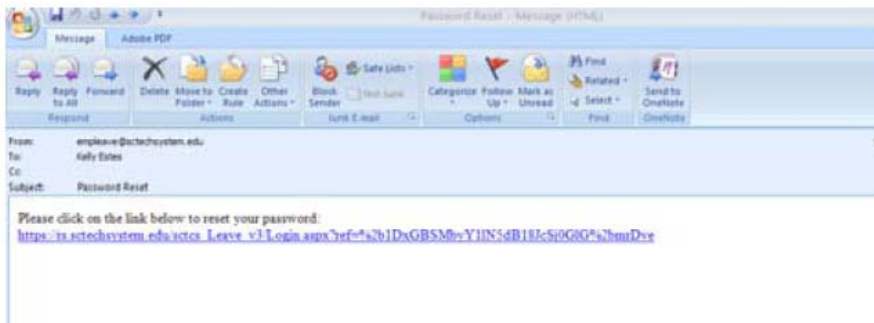
Click on the *Forget your password?* link from the main login page.



The screenshot shows the login page for the Employee Leave system. At the top is the SC Technical College System logo. Below it, the text "Employee Leave" is centered. There are two input fields: "User Name:" and "Password:". Below the password field is a checkbox labeled "Remember me next time." and a "Log In" button. At the bottom, there is a blue link that says "Forget your password?".

The next screen will ask you for your User Name. Enter your User Name and click *Submit*.

You will then receive an email with a link to reset your password. You must access your email to retrieve this link.



When you click on the link, it will take you to a page that allows you to create a new password.



The screenshot shows the "Change Your Password" page. It features the SC Technical College System logo at the top. Below the logo, the text "Employee Leave" is centered. Underneath, it says "Change Your Password". There are two input fields: "New Password:" and "Confirm New Password:". At the bottom, there are two buttons: "Change Password" and "Cancel".

The next screen tells you that your password change was complete and you can click on *Continue* to get into the system.



The screenshot shows the confirmation page for the password change. It features the SC Technical College System logo at the top. Below the logo, the text "Employee Leave" is centered. Underneath, it says "Change Password Complete" and "Your password has been changed!". At the bottom, there is a "Continue" button.

If you are asked to change the password again, just press cancel.

## Reminders

### E-Leave “error message”

When using E-Leave some employees are having issues with the “date must match the leave year” error. You will get an error if you are running E-Leave using Firefox or IE9 without enabling “Compatibility View” mode. For assistance, call Latesha at ext. 8253.

- Employees can enter leave request from any computer.
- Employees will have to inform their supervisor that leave has been requested for approval. Requesting leave does not mean automatic approval.
- Each day of leave must be entered individually.
- Each type of leave (sick, annual, etc) must be entered individually.
- Leave cannot be keyed in future calendar years.
- Supervisors/managers will need to log into the E-Leave system to review all leave requests for approval or denial. (To decline a request, the supervisor/manager must email Latesha McComas with the information so she can remove it from the system.)
- To void a leave request that has been approved by your supervisor and the date has passed, email Latesha McComas with the information and reason for requesting the void. The supervisor will be contacted by HR for approval. (see supervisor section for further instructions)
- Annual leave and Faculty Non Work Days should be requested in advance except in the case of an emergency.
- Sick leave requests should be keyed within 3 days of returning to work or in advance for scheduled appointments or medical treatments.
- Medical certification is required if 3 consecutive days are missed due to illness. The Supervisor is responsible for alerting HR to expect the documentation.
- Leave guidelines and definitions are included in the system, so certain types of leave will require additional information such as leave requested for FMLA or Leave-Without-Pay or absences for more than 3 consecutive sick leave days. Contact the Human Resources Office for assistance with these types of leave. All documentation must be sent to HR. The Supervisor is responsible for alerting HR to expect the documentation.
- If an employee does not have enough leave, the system will not allow the leave to be keyed. The employee must email Latesha McComas and CC their supervisor to request these days to be processed as Leave Without Pay (or requested Banked Personal Leave for Faculty).
- Supervisors/managers will not immediately receive an e-mail when a leave request is keyed, but if the leave request is not approved within 7 days the system will generate an email reminder.
- See the Leave Regulations at the end of this guide for more information.

Contact the Human Resources Office at ext. 8253 or ext. 8248 for assistance.

## E-Leave System

From the TCL homepage, select *Employment* from the bottom of the website.

Select E-Leave from the Frequently Requested Websites list.

You may receive a message about webpage certification error. Click "*Continue to this website (not recommended)*".

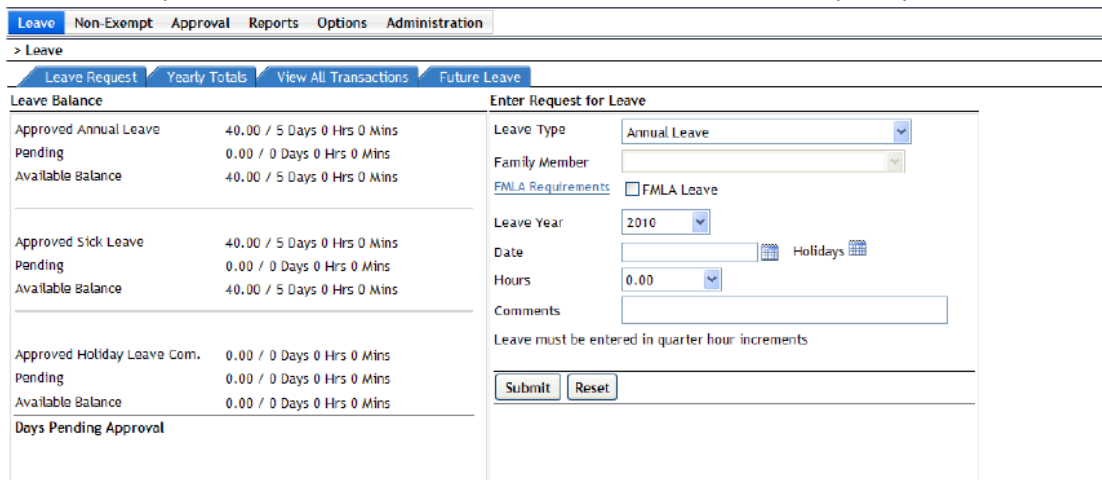
Use the User Name and Password that were e-mailed to you to log in to the system.



The image shows the login page for the Employee Leave system. At the top left is the SC Technical College System logo. The page title is "Employee Leave". Below the title are input fields for "User Name:" and "Password:". There is a checkbox for "Remember me next time." and a "Log In" button. A link for "Forget your password?" is located below the login button. At the bottom, there is a note: "If you are not a user of the system, please contact IT Services and Support Center at [helpdesk@sctechsystem.edu](mailto:helpdesk@sctechsystem.edu)".

This is what you will see when you login.

You can view your leave balances on the left side of the screen and request your leave on the right side.



The image shows the dashboard of the Employee Leave system. At the top is a navigation menu with tabs: "Leave", "Non-Exempt", "Approval", "Reports", "Options", and "Administration". Below this is a sub-menu with tabs: "> Leave", "Leave Request", "Yearly Totals", "View All Transactions", and "Future Leave". The main content area is split into two columns. The left column, titled "Leave Balance", contains three tables of leave balances. The right column, titled "Enter Request for Leave", contains a form for requesting leave. Below the form are "Submit" and "Reset" buttons.

Leave Balance	
Approved Annual Leave	40.00 / 5 Days 0 Hrs 0 Mins
Pending	0.00 / 0 Days 0 Hrs 0 Mins
Available Balance	40.00 / 5 Days 0 Hrs 0 Mins
Approved Sick Leave	40.00 / 5 Days 0 Hrs 0 Mins
Pending	0.00 / 0 Days 0 Hrs 0 Mins
Available Balance	40.00 / 5 Days 0 Hrs 0 Mins
Approved Holiday Leave Com.	0.00 / 0 Days 0 Hrs 0 Mins
Pending	0.00 / 0 Days 0 Hrs 0 Mins
Available Balance	0.00 / 0 Days 0 Hrs 0 Mins
Days Pending Approval	

Enter Request for Leave	
Leave Type	Annual Leave
Family Member	
FMLA Requirements	<input type="checkbox"/> FMLA Leave
Leave Year	2010
Date	
Hours	0.00
Comments	
Leave must be entered in quarter hour increments	
Submit	Reset

To enter new leave, select the Leave Type by using the drop down box.

- If you select *Sick Leave – Family* or *Funeral Leave*, you will also need to select the specific Family Member’s relationship to you.
- You will select the leave in quarter hour increments from the drop-down menu.
- Leave must be entered individually for each day.

If you are Staff, you will see:

If you are Faculty, you will see:

The *Future Leave Tab* shows your current balance with pending leave requests and future accruals for the remainder of the year.

Leave	Non-Exempt	Approval	Reports	Options	Administration
> Leave					
Leave Request	Yearly Totals	View All Transactions	Future Leave		
<b>Employee Future Leave</b>					
<b>Sick Leave</b>			<b>Annual Leave</b>		
Current Balance	40.00	Current Balance	40.00		
- Pending	0.00	- Pending	0.00		
+ Future Accrual	60	+ Future Accrual	60		
- Maximum Allowed	1440	- Maximum Allowed	360		
Will Lose	0	Will Lose	0		
Accrual amount(s) for balance of the current year:					
Month	Annual	Sick			
July	10.00	10.00			
August	10.00	10.00			
September	10.00	10.00			
October	10.00	10.00			
November	10.00	10.00			
December	10.00	10.00			

## Non-Exempt Employees (for those who must submit FLSA Timesheets)

**The FLSA Timesheet must be completed at the end of each workweek.**

1. To enter your timesheet, click on the *Non-Exempt* tab.
2. Select the date from the Week Ending box.
3. Enter the time you worked each day.
4. Click the box below to verify that you have all leave entered properly and then the *Submit Time Sheet* button will become active.
5. Click on *Submit Time Sheet* to route the timesheet to your supervisor for approval.

**Notes:**

- You must key in leave requests prior to completing the timesheet for that week.
- The Hours Worked must be selected from the drop-down menu. The system does not calculate your time worked even though it will show the leave taken.

When completing the weekly timesheets, you still have to select the hours worked for each day. See example below.

Employee  Week Ending

Work Date	Scheduled Hours	Leave Taken	Hours Worked	Comments
Sunday, May/01/2011	0.00	0.00	<input type="text" value="0.00"/>	<a href="#">Add/View Comments</a>
Monday, May/02/2011	8.50	0.00	<input type="text" value="8.50"/>	<a href="#">Add/View Comments</a>
Tuesday, May/03/2011	8.50	2.00	<input type="text" value="6.50"/>	<a href="#">Add/View Comments</a>
Wednesday, May/04/2011	8.50	0.00	<input type="text" value="8.50"/>	<a href="#">Add/View Comments</a>
Thursday, May/05/2011	8.50	0.00	<input type="text" value="8.50"/>	<a href="#">Add/View Comments</a>
Friday, May/06/2011	3.50	0.00	<input type="text" value="3.50"/>	<a href="#">Add/View Comments</a>
Saturday, May/07/2011	0.00	0.00	<input type="text" value="0.00"/>	<a href="#">Add/View Comments</a>

Total weekly hours (including all leave transactions):

Before you continue you should verify that all leave entries for the selected week have been properly entered. Once this time approved you will not be able to enter leave for this week. If you still need to enter leave, please go to the ADD LEAVE screen menu option. You must confirm this before you save the time sheet.

Weekly total should always equal 37.5 hours.

## Supervisors/Managers

To approve requested leave for all employees:

1. Click the *Approval* tab.
2. Click the box under the employee's name and click on *Approve Selected Days*.

Type	FMLA	Date	Hours	Comments
Employee: Brakefield, Candee				
Sick Leave	<input type="checkbox"/>	11/30/2010	4.00	

To approve weekly timesheets for non-exempt (FLSA) employees:

1. Click on *Approval* tab.
2. Click the *Approve Weekly Timesheet (Non-exempt employees)* tab.
3. Click the box beside the employee's name and click *Approve Time Sheet*.

Approve	View Leave	Employee	Week Ending	Leave Taken	Total Weekly Hours	Status
<input type="checkbox"/>	Timesheet	Hughes, Roslyn	11/27/2010	8.00	8.00	Pending Approval <span style="color: red;">✘</span>
<input type="checkbox"/>	Timesheet	Hughes, Roslyn	12/4/2010	11.50	27.50	Pending Approval <span style="color: red;">✘</span>

To cancel leave:

- If approved leave needs to be cancelled **prior to** the date, a supervisor can delete the transaction through the following steps: 1) click the "View Transactions" tab 2) Select the Employee's name 3) Enter the date range for the system to display 4) Select Approved from the drop-down menu 5) Click the "Retrieve" button 6) a red "x" will appear at the end of the date transaction line. 7) click the red "x" and delete the transaction.
- If approved leave needs to be cancelled **after** the date, the employee must send an email to [lmccomas@tcl.edu](mailto:lmccomas@tcl.edu) with the date and reason for cancellation. A message will be sent to the supervisor to ask their approval to delete the leave request. Once the supervisor approves, HR will delete the transaction.

## View Transactions

Click the "View All Transactions" Tab

TECHNICAL COLLEGE OF THE LOWCOUNTRY

Welcome: I

Leave Reports Options Help

> Leave

Leave Request Yearly Totals **View All Transactions** Future Leave

**Leave Balance**

Approved Annual Leave	157.52 / 21 Days 0 Hrs 1 Mins
Pending	0.00 / 0 Days 0 Hrs 0 Mins
Available Balance	157.52 / 21 Days 0 Hrs 1 Mins
Approved Sick Leave	292.94 / 39 Days 0 Hrs 26 Mins
Pending	0.00 / 0 Days 0 Hrs 0 Mins
Available Balance	292.94 / 39 Days 0 Hrs 26 Mins
Approved Holiday Leave Com.	0.00 / 0 Days 0 Hrs 0 Mins
Pending	0.00 / 0 Days 0 Hrs 0 Mins
Available Balance	0.00 / 0 Days 0 Hrs 0 Mins

Days Pending Approval

**Enter Request for Leave**

Leave Type: Annual Leave

Family Member: [Dropdown]

FMLA Requirements:  FMLA Leave

Leave Year: 2012

Date: [Calendar] Holidays [Calendar]

Hours: 0.00

Comments: [Text Area]

Leave must be entered in quarter hour increments

Submit Reset

Input the dates you wish to view. You can ask for specific leave (sick, annual, etc) or leave "All" selected. You must select Pending or Approved. Click Retrieve.

Yearly Totals View All Transactions **Future Leave**

Start Date: 1/1/2012 End Date: 2/7/2012 Leave Type: <All> Status: Pending Approval

Pending Approval Approved

Retrieve

Leave approved will appear. You can download to Excel by clicking "download to Excel".

Type	Family Member	FMLA	Date	Hours	Adjustment	Status
Holiday Leave	N/A	<input type="checkbox"/>	1/2/2012	7.50	0.00	Approved
Sick Leave - Family	Father - employee	<input type="checkbox"/>	1/3/2012	7.50	0.00	Approved
Sick Leave - Family	Father - employee	<input type="checkbox"/>	1/4/2012	7.50	0.00	Approved
Funeral Leave	Father - employee	<input type="checkbox"/>	1/9/2012	7.50	0.00	Approved
Funeral Leave	Father - employee	<input type="checkbox"/>	1/10/2012	7.50	0.00	Approved
Funeral Leave	Father - employee	<input type="checkbox"/>	1/11/2012	7.50	0.00	Approved
Annual Leave - Monthly Accrual	N/A	<input type="checkbox"/>	1/15/2012	0.00	15.63	Approved
Sick Leave - Monthly Accrual	N/A	<input type="checkbox"/>	1/15/2012	0.00	9.38	Approved
Holiday Leave	N/A	<input type="checkbox"/>	1/16/2012	7.50	0.00	Approved
Annual Leave	N/A	<input type="checkbox"/>	1/27/2012	2.00	0.00	Approved
Sick Leave	N/A	<input type="checkbox"/>	2/2/2012	3.00	0.00	Approved
Sick Leave	N/A	<input type="checkbox"/>	2/6/2012	1.00	0.00	Approved

Download to Excel



## Password Problems

If you are having problems getting logged into the system, click on the *Forget your password?* link from the main login page.



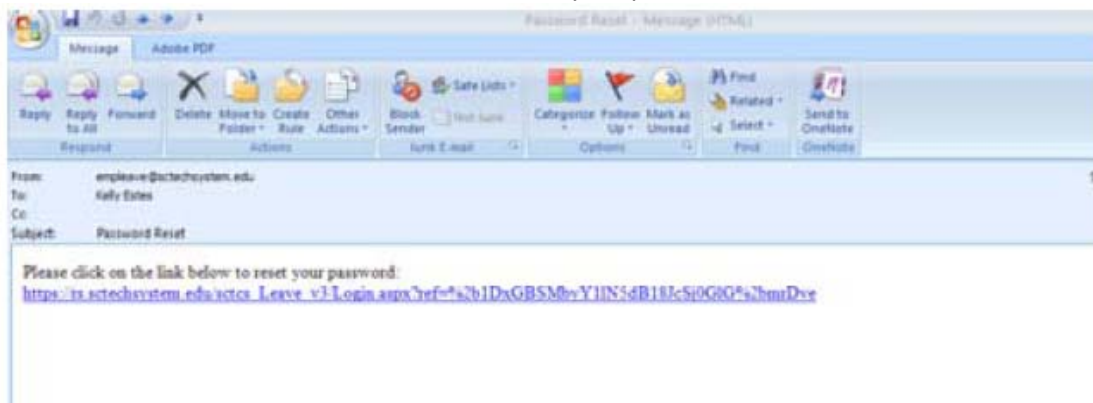
The image shows the login page for the SC Technical College System Employee Leave system. At the top left is the logo featuring a tree and the text "SC TECHNICAL COLLEGE SYSTEM". Below the logo, the title "Employee Leave" is centered. The login form includes a "User Name:" label followed by a text input field, a "Password:" label followed by a text input field, a checkbox labeled "Remember me next time.", a "Log In" button, and a blue link labeled "Forget your password?" at the bottom.

The next screen will ask you for your User Name. Enter your User Name and click *Submit*.



The image shows the "Forgot Your Password?" page. It features the same logo and title as the login page. The text "Forgot Your Password?" is centered, followed by the instruction "Enter your User Name to receive your password." Below this is a "User Name:" label and a text input field. A "Submit" button is positioned below the input field. At the bottom of the page is a blue link labeled "Login".

You will then receive an email with a link to reset your password.



When you click on the link, it will take you to a page that allows you to create a new password.



The screenshot shows a blue-themed web interface for the SC Technical College System. At the top left is the logo featuring a tree and a crescent moon, with the text "SC TECHNICAL COLLEGE SYSTEM". Below the logo, the heading "Employee Leave" is centered. Underneath, the text "Change Your Password" is displayed. There are two input fields: "New Password:" and "Confirm New Password:". At the bottom of the form are two buttons: "Change Password" and "Cancel".

The next screen tells you that your password change was complete and you can click on *Continue* to get into the system.



The screenshot shows the same blue-themed web interface. The logo and heading "Employee Leave" are present. The text "Change Password Complete" and "Your password has been changed!" is centered on the screen. Below this message is a single button labeled "Continue".

If you are still having problems, contact Human Resources at ext. 8253 or ext. 8248.

## LEAVE INFORMATION

### (This section is copied from the Employee Handbook)

An application for leave must be completed and submitted through the online leave system, E-Leave, any time an employee does not meet his/her normal work hours. Supervisors are responsible for ensuring that all absences are recorded properly. Failure to report leave taken is considered a falsification of work/time records and could be construed as being paid for hours not worked in violation of the South Carolina Wage Payment Act and may be subject to disciplinary action up to and including termination.

#### 5.1 ANNUAL LEAVE

During their first ten years of service, all permanent full-time employees other than teaching faculty earn 15 days annual leave per year. (See section 5.3 Faculty Nonwork Days.) Leave is earned at the rate of 1.25 days (9.38 hours) per month for each full month in pay status. Leave for permanent part-time employees will be prorated. The maximum annual leave that may be used in one calendar year is 30 days. An employee may carry over from one calendar year to the next any unused annual leave credit up to a maximum of 45 days.

Annual leave must be approved in advance by the employee's supervisor. To the degree possible, requests for specific periods of annual leave shall be honored. However, consideration of workloads and similar factors may necessitate change.

The maximum number of earned or accumulated working days of annual leave that may be used in any one calendar year shall not exceed 30 days without prior approval of the President for extenuating circumstances.

Permanent full-time employees earn bonus leave credits after having been employed by the state for more than 10 years (see chart below).

Upon separation from state service, an employee will receive compensation for up to 45 unused annual leave days. If an employee transfers to another South Carolina state agency without a break in service (within 15 calendar days), all accumulated annual leave will be transferred to the new agency.

Years of Service	Earning Rate	
	Days Per Year	Hours Per Month
1 – 10	15.00	9.38
11	16.25	10.16
12	17.50	10.94
13	18.75	11.72
14	20.00	12.50
15	21.25	13.28
16	22.50	14.06
17	23.75	14.84
18	25.00	15.63
19	26.25	16.41
20	27.50	17.19
21	28.75	17.97
22 & over	30.00	18.75

## 5.2 HOLIDAYS

The following legal holidays are granted to permanent employees, with the exception of teaching faculty (see Faculty Nonwork Days):

New Year's Day – January 1  
Martin Luther King's Birthday – Third Monday in January  
George Washington's Birthday – Third Monday in February (accrued)  
Confederate Memorial Day – May 10 (accrued)  
National Memorial Day – Fourth Monday in May  
Independence Day – July 4  
Labor Day – First Monday in September  
Veteran's Day – November 11 (accrued except during even years)  
Thanksgiving Day – Fourth Thursday in November  
Day After Thanksgiving  
Christmas Eve – December 24  
Christmas Day – December 25  
Day after Christmas – December 26

The College does not close on all legal holidays and, therefore, employees are not always able to take the holidays as they occur. In this case, the holiday will be accrued for use when the College is closed during the Christmas holidays.

An accrued holiday will be used for Election Day during even years.

The Human Resources Office issues each January a calendar of holidays in order to allow employees to plan vacations and plan for accrued holidays to cover the mandated College closing.

Employees on leave without pay will not receive credit for holidays falling during the period of leave without pay.

When a legal holiday falls during a period of sick leave or annual leave, that day will not be counted as a sick or an annual leave day.

Holidays that fall on Saturday will be observed on the preceding Friday; holidays that fall on Sunday will be observed on the following Monday.

### 5.3 FACULTY NONWORK DAYS

Faculty members do not accrue annual leave. In lieu of the accrual of annual leave and in recognition of normal State holidays, provision is made to grant faculty nonwork days (Personal Leave), per thirty-nine (39) week academic term, as follows:

Less than 10 years of continuous State service	23 days;
10 years but less than 15 years of continuous State service	24 days;
15 years but less than 20 years of continuous State service	25 days;
20 or more years of continuous State service	26 days;

Nonwork days are granted based on the number of completed academic years of continuous State service as of the beginning of the fall term.

A number of faculty nonwork days are scheduled within the institutional academic calendar in keeping with institutional policy and procedures. Faculty are required to observe the scheduled nonwork days, unless specific prior approval is granted by the Vice President for Academic Affairs. The remaining faculty nonwork days may be taken with the prior approval of the Division Dean provided there are no departmental/divisional activities at which attendance is required. Unique situations may qualify for use of personal/emergency nonwork days at other times. The number of days requested should not be greater than the number of days accrued in a given year.

Full-time faculty who are employed during the summer term are granted additional nonwork days at the rate of .38 days per week of full-time employment.

Faculty may carry forward up to five (5) unused nonwork days each academic year to be "banked". Faculty members may accumulate up to forty-five (45) unused nonwork days. Once personal leave is carried forward and "banked", these days may only be taken with the approval of the President.

Upon separation of employment with the Technical College System, the faculty member shall be paid a lump sum payment for banked and unused nonwork days not to exceed forty-five (45) days, and without deducting any earned nonwork days taken during the calendar year the faculty member separates.

For additional information refer to TCL Procedure 6-1-601.25.

## 5.4 SICK LEAVE

All permanent full-time employees including teaching faculty earn 15 days sick leave per year. Leave is earned at the rate of 1.25 days (9.38 hours) per full month of service. Leave for permanent part-time employees will be prorated. Employees may accumulate up to 195 days in any calendar year and carry over for one calendar year to the next any unused sick leave up to a maximum of 180 days (1350 hours).

### **Use of Sick Leave**

The absence of an employee for the following stated reasons shall be charged against earned sick leave credits:

- a. An illness, injury, or temporary disability incapacitating the employee to perform his duties;
- b. An exposure to a contagious disease substantiated by a physician's statement testifying presence on duty would jeopardize the health of fellow employees or the public;
- c. Appointment for medical or dental examination or treatment when such appointment cannot reasonably be scheduled during nonwork hours. To the degree possible, examination appointments must be approved in advance by the supervisor;
- d. Sickness or temporary disability due to pregnancy. In addition to use for sickness or temporary disability due to pregnancy, sick leave may also be used for child delivery.

### **Notification**

An employee who is absent because of illness must notify his/her immediate supervisor as early as possible. Arrangement for absence must be made in advance for elective surgery or diagnostic observation requiring sick leave of three days or longer. Employees not notifying their supervisors of their absence in a timely manner may be subject to unauthorized leave, which could result in disciplinary action up to and including termination.

### **Application for Leave**

Leave Requests must be keyed into the online leave system (E-Leave) anytime an employee does not meet his/her normal work hours.

A statement is required if an employee is out three (3) consecutive days due to illness or injury. This statement must be sent to the Human Resources Office immediately.

## **Family**

Employees earning sick leave as provided in this section may use not more than ten (10) days of their sick leave annually to care for ill members of their immediate families. For purposes of this section, employee's "immediate family" means the employee's spouse and children and the following relations to the employee or the spouse of the employee: mother, father, brother, sister, grandparent, or legal guardian and grandchildren.

An adoptive parent may use up to six weeks of his/her accrued sick leave to take time off for purposes of caring for the child after placement. The employee may request the leave authorized by this section only if the employee is the person who is primarily responsible for furnishing the care and nurturing of the child.

## **Family Medical Leave Act**

In complying with the Family Medical Leave Act (FMLA), the College provides up to 12 weeks job-protected leave to "eligible" employees for certain family and medical reasons. Employees are eligible if they have worked for a covered employer for at least one year, and for 1,250 hours over the previous 12 months, and if the company has at least 50 employees within 75 miles.

Under FMLA leave, unpaid leave must be granted for any of the following reasons: to care for the employee's child after birth, or placement for adoption or foster care; to care for the employee's spouse, son or daughter, or parent, who has a serious health condition; or for a serious health condition affecting the employee.

A supervisor or employee should notify the Human Resources Office when an employee has been absent from work for three consecutive days so that the College may notify the employee of his/her FMLA rights (if applicable).

Note: If caring for an ill family member, an employee may take a total of 10 family sick leave days per calendar year. Any remaining time up to 12 weeks, must then be taken as leave without pay or annual leave.

## **Military Family Leave**

On January 28, President Bush signed into law the National Defense Authorization Act for FY 2008 (NDAA), Public Law 110-181. Section 585(a) of the NDAA amended the FMLA to provide eligible employees working for covered employers two important new leave rights related to military service:

**(1) New Qualifying Reason for Leave.** Eligible employees are entitled to up to 12 weeks of leave because of "any qualifying exigency" arising out of the fact that the spouse, son, daughter, or parent of the employee is on active duty, or has been notified of an impending call to active duty status, in support of a contingency operation. By the terms of the statute, this provision requires the Secretary of Labor to issue regulations defining "any qualifying exigency." In the interim, employers are encouraged to provide this type of leave to qualifying employees.

**(2) New Leave Entitlement.** An eligible employee who is the spouse, son, daughter, parent, or next of kin of a covered servicemember who is recovering from a serious illness or injury sustained in the line of duty on active duty is entitled to up to 26 weeks of leave in a single 12-month period to care for the servicemember. This provision became effective immediately upon enactment. This military caregiver leave is available during “a single 12-month period” during which an eligible employee is entitled to a combined total of 26 weeks of all types of FMLA leave.

Additional information on the amendments and a version of Title I of the FMLA with the new statutory language incorporated are available on the FMLA amendments Web site at [http://www.dol.gov/esa/whd/fmla/NDAA\\_fmla.htm](http://www.dol.gov/esa/whd/fmla/NDAA_fmla.htm).

### **Sickness During Annual Leave**

When sickness occurs during a period of annual leave, sick leave may be granted to cover the length of the illness. A physician’s certificate is required. This request for change must be made within two days after expiration of annual leave. If sick leave is exhausted, the employee may be placed on leave without pay or may use any accrued annual leave.

### **Transfer**

Upon transfer to another state agency without a break in service, all accumulated sick leave will be transferred to the new agency. Upon termination from state employment, all accumulated sick leave will be forfeited without payment except upon retirement.

Upon retirement, ninety (90) accumulated sick leave days may be added to the total number of years of service credit for the purpose of calculating retirement payments. These days may not be used to reach a specific number of years to be eligible for retirement.

## **5.5 MILITARY LEAVE**

Any employee who is a member of the United States Armed Forces Reserves or the National Guard will be entitled to leave without loss of pay, time, or efficiency rating for one or more periods not exceeding fifteen (15) regularly scheduled workdays in any year for active duty training exercises ordered by the Governor or the Department of Armed Forces. Thirty (30) additional days may be granted in the event of declared emergency by U.S. Presidential Authority. A copy of the official orders must be submitted to the Human Resources Office.



## **5.6 BEREAVEMENT**

An employee will be allowed up to three consecutive work days (not to exceed 22.5 hours) of leave, with pay, to attend the funeral of a member of the immediate family. Immediate family is defined as the spouse, great-grandparents, grandparents, parents, brothers, sisters, children, grandchildren, and great-grandchildren of either the employee or the spouse as well as the spouse of brothers, sisters, and children. The request for leave must state the relationship of the deceased.

## **5.7 COURT LEAVE**

A permanent employee who is summoned as a juror or subpoenaed as a witness shall be granted leave with pay except when the absence involves personal litigation. The absence must be reported in the same manner as other leave. A copy of the summons or subpoena must be submitted to the Human Resources Office.

Any day an employee is excused from service on a jury, the employee must return to work; otherwise, the time the employee was excused from court service will be charged to annual leave, or in case of illness, to sick leave.

Employees that are summoned to Jury Duty will be expected to work on any given day only the number of hours that, when added to the hours required to be at Court, equal the normal workday for the employee.

## **5.8 LEAVE WITHOUT PAY FOR DISABILITY**

For an extended period of disability due to illness, injury, or maternity exceeding accrued sick leave, an employee may apply for leave without pay which along with paid leave that has been taken shall not exceed 180 calendar days. The written request for leave without pay must be accompanied by a physician's statement describing the disability and giving the projected inclusive dates of absence. During a period of leave without pay, it is the employee's responsibility to pay the total amount of the insurance premiums to keep the coverage in force.

## **5.9 LEAVE WITHOUT PAY FOR PROFESSIONAL DEVELOPMENT**

Professional Development Leave Without Pay is defined as full or part-time leave in non-pay status requested by permanent employees to participate in staff development activities or further educational attainment not required by the college. Such requests for leave without pay must be in writing and approved in advance by the employee's supervisor, Vice President, and the President. Employees may apply for educational leave without pay under the parameters as noted in SBTCE Policy 8-10-100.1.

Consideration for approval shall include, but not be limited to: workloads, work distribution, relationship of development activity to position responsibilities and time duration. Approval may be made only when the development activity is shown to be beneficial to the employee and the college.

## **5.10 LEAVE TRANSFER PROGRAM**

The program provides employees with a method to voluntarily transfer sick and/or annual leave to a leave transfer pool. Donations to the leave transfer pool must be made prior to the end of the calendar year.

An employee who has exhausted his or her sick or annual leave balances may request withdrawal of sick or annual leave from these pools for a catastrophic and debilitating medical situation, severely complicated diabetes, severe accident cases, family medical emergencies, or other hardship situations that are likely to require an employee's absence from duty for a prolonged period of time and result in a substantial loss of income to the employee because of the unavailability of paid leave.

While the circumstances surrounding the emergency or hardship will be primarily used as the criteria for approval, the employee's record, including length of service, responsible use of leave, job performance, and other relevant factors, may also be used in determining approval.