

SECTION 700.16

ABSENCES AND TYPES OF LEAVE

1. Faculty is expected to meet with classes on time as scheduled.
2. When a faculty member cannot meet a class, it is his/her responsibility to notify the Vice President of Academic and Student Affairs and to make appropriate arrangements. In the event the Vice President of Academic and Student Affairs is unavailable, the President should be notified. In no case are faculty members to cancel on their own initiative. It is fully expected that College instructors will have occasions when they must attend professional meeting or clinics which will necessitate absence from class. Instructors shall plan their work in advance so that library assignments, student-directed discussion groups, panel, etc., take place during their absence. Whenever a classroom is being used by students under the above circumstances, an instructor should be available to informally supervise the activity. The office staff is available to administer tests during such absences, and often times a fellow faculty member will substitute for the occasion. Whenever an instructor is ill, the Vice President of Academic and Student Affairs should be notified immediately. If possible, directions for class work should be given. Class cancellations due to inclement weather shall be authorized by the President and announced through local radio stations.
3. Sick Leave:
 - a. Sick leave, including maternity, is a benefit granted by the institution to faculty. It is an insurance benefit allowing faculty members to build a reserve of days they can use for their extended illness. Sick leave may be used by a faculty when:
 - i. The faculty member is ill or injured and is unable to work.
 - ii. The faculty member has an appointment for the diagnosis or treatment of a medically related condition.
 - iii. The faculty member who wishes to attend to the needs of an eligible family member who is ill or to assist them in obtaining other services related to their health or well-being. Eligible family members include the faculty's spouse, parent (natural, adoptive, foster, and step-parent); child (natural, adoptive foster, and step-child); or any other family member who is financially or legally dependent upon the faculty member or who resides with the faculty for the purpose of the faculty providing care to the family members. Sick leave used for these purposes shall not exceed eighty hours per calendar year, except that with the concurrence of the appropriate administrative office, an employee may take up to an additional ten percent of the employee's accrued sick leave to care for an eligible family member who has a serious health condition. The calculation of this additional amount which is available to be taken by an employee is based upon the sick leave balance of the employee at the time of approval.
 - b. Faculty members who use sick leave are responsible for informing their supervisors prior to the start of their scheduled work period. The next working day returning faculty members will complete an "Employee Leave From" indicating personal or dependent sick leave. Missing a scheduled class due to faculty or dependent illness must be taken on a minimum of half-day (4 or 8 hour increments) basis. A faculty member taking more

than five (5) consecutive days of sick leave during any year may be required to submit satisfactory medical verification to the Vice President of Academic and Student Affairs when deemed necessary. Benefited faculty with a summer contract will accumulate one (1) day of sick leave per four (4) weeks of employment.

- c. Sick leave is granted on the basis of continuous service from date of employment for full-time and half-time faculty. Sick leave for full-time faculty is granted on the basis of ten (10) days per academic year of service. Sick leave for half-time or more faculty is granted on a basis of five (5) days per academic years of service.
 - d. A faculty member with at least ten (10) continuous years of state employment, who leaves the employ of the state, is entitled to a lump-sum payment equal to one-tenth of the pay attributed to the faculty's unused sick leave accrued. The pay attributed to the accumulated, unused sick leave must be computed on the basis of the faculty member's salary or wage at the time the faculty leaves the employ of the state.
 - e. At the discretion of the Vice President of Academic and Student Affairs, a faculty member may be granted sick leave in advance of the accumulation thereof. If a faculty member terminates employment, any sick leave taken in advance of accumulation shall be deducted from the faculty's last paycheck. Accrued sick leave is transferable to any state agency if transferable sick leave is recognized by that agency or institution.
 - f. Current full-time Lake Region State College faculty employed at the time that this policy take effect July 1, 2003 shall be granted accumulated sick leave of eight (8) days per academic year of employment at Lake Region State College. Current half-time Lake Region State College faculty shall be granted accumulated sick leave of four (4) days per academic year of employment at Lake Region State College. There is a no limit to the number of sick leave days that a faculty member may accrue.
 - g. This sick leave policy does not impact any personal or bereavement leave.
 - h. LRSC faculty have the option to donate sick leave to the other LRSC faculty subject to the same rules currently in place for LRSC staff.
4. Personal Leave: When a full-time (9, 10 or 11 month) faculty senate member needs to be away from campus and miss class for reasons not covered by 700.16 (2), Sick Leave or 700.16 (5), Leave of Absence. Each faculty member may be granted up to two days of personal leave per academic year. For every 10 years completed full-time service the faculty will get one additional personal day, however not more than four days of personal leave will be allowed during any one academic year. Faculty requesting personal leave must complete the Employee Leave form and get the Vice President of Academic Affairs signature at least five (5) days prior to the date of their leave (when possible). Instructors shall plan their work in advance so that library assignments, student-directed discussion groups, panel, assignments posted to Lake Region State College's Learning Management System etc., take place during their absence. Personal leave may be used in half-day and full-day increments only and not more than two days of any individual course may be missed per semester by using leave under this policy. Generally, personal leave will not be approved to extend calendar breaks (i.e. Thanksgiving, Easter, spring break, etc.) or for use during faculty in-service. Personal leave does not accrue and days may not be banked for use in future years. The days would be monitored and recorded by the Academic Affairs Office and would not have cash value at contract termination.
5. Leaves of Absences: All faculty leave requests shall be submitted to the Vice President of Academic and Student Affairs using the *Absence from Campus and Travel Authorization Request* form Approval for each type of leave shall follow procedures outlined herein.
- a. Developmental Leave: Upon recommendation from the President and approval by the University System of Higher Education, a member of the faculty who has served the

institution at least six (6) years may be granted a developmental leave for re-training and /or professional development providing institutional resources are available and the workload is absorbed within the existing staff resources allocations. Prior to the leave being granted, a written proposal on the planned use of the leave must be presented identifying the activities to be carried forth with the useful contributions to be developed for the benefit to the Institution, to the State and to the individual. The proposal shall also include detail of the institutional source of funds for the stipend and an agreement signed by the individual to return to the system upon completion of the leave for a period of time at least equal to the leave time or to refund the Institution's stipend payment.

- i. Developmental leave salary may be supplemented with non-institutional grants and /or aids which may bring the total stipend to an amount equal to but not to exceed the budgeted salary for the leave period.
 - ii. Grants providing for extensive travel expenses incurred during the leave shall not be considered a part of the total salary.
 - iii. Developmental leave may not exceed twelve (12) months, and the College stipend may not exceed fifty percent (50%) of annual salary.
- b. Leave of Absence: Under certain conditions a leave of absence shall be granted to an instructor for the purpose of advancing one's education or to upgrade trade competency. Re-employment the year following the leave of absence may, under certain circumstances, be granted with no guarantee for re-employment.
- c. Jury Duty: An employee shall be allowed leave with pay for jury or other legal duty when subpoenaed for such service. Any compensation received for such duty may be retained by the employee.
- d. Military Leave: Annual leave for military training at full pay is permitted for up to twenty (20) working days.
- e. *Honor Guard Leave* - Honor guard leave is an approved absence from work, with pay, of up to twenty-four working hours per calendar year for an employee to participate in an honor guard for a funeral service of a veteran. Honor guard means an individual with an essential ceremonial role in the funeral service of a veteran. An essential ceremonial role includes being a member of the flag bearers, a member of the flag folding team, a member of the firing party, the bugler, or the honor guard captain. Honor Guard leave is not considered annual or sick leave. The leave may be granted even if the absence interferes with the normal operations of the institution.
- f. *Institution Closures* - An institution or part of an institution may be closed due to severe weather or other reason justifying closure.
 - i. The institution president or officer delegated authority by the president has authority to close the institution. The action shall be communicated to employees, students and other interested persons through local media or other reasonable means.
 - ii. When the institution remains open, employees unable to report to work shall notify their supervisor and take annual leave or leave without pay.
- g. *Funeral Leave* - An approved absence from work, with pay, of up to twenty-four working hours, may be provided to an employee to attend or make arrangements for a funeral, as a result of a death in the employee's family, or in the family of an employee's spouse. Family means husband, wife, son, daughter, father, mother, stepparents, brother, sister, grandparents, grandchildren, stepchildren, foster parents, foster children, brother-in-law, sister-in-law, daughter-in-law, and son-in-law.

History

Administrative Council Approved 700.16 (3) 12/20/12
Administrative Council Approved 700.16 (3) Council 12/20/12
Administrative Council Approved 700.16 (3) 05/05/03
Administrative Council Approved 700.16 (4) 12/09/13
Administrative Council Approved 700.16 (5) 04/01/09
Administrative Council Approved 700.16 (3, b) 02/10/15
Administrative Council Approved 700.16 (3,4) 03/12/15
Administrative Council Approved 700.16 (e, f, g) 4/21/16