Kirkwood
COMMUNITY COLLEGE

College Procedure: 402.11 – Paid Leave

Policy Reference:	402 – Employee Benefits and Compensation
Responsible Department:	Human Resources
Approval Authority:	Cabinet
Procedure Owner:	Vice President, Human Resources and Institutional Effectiveness
Effective Date:	11/15/2012
Version Number:	4
Legal Counsel Reviewed (yes/no):	No
Scope:	College-wide

Reason for Procedure

The purpose of this procedure is to outline how paid leave is accrued, how it can be used and the process for using paid leave. Employees covered by a negotiated agreement will receive benefits as provided and outlined within the negotiated Master Contract Agreement.

The Procedure

Leave Usage

- Credit instructional faculty may use leave in whole or half-day increments (reflected as 4 or 8 hours on the leave request).
- Salaried employees, as well as counselors, librarians and high school completion instructors, (individuals who have a 40-hour per week schedule) can take leave in one-hour increments.
- Hourly employees may use leave in 15-minute increments.
- Leave cannot be donated to other employees.
- Leaves of less than 100 percent will be considered on an individual basis, considering the impact on the affected department. A written request must be submitted to Human Resources after approval of the immediate supervisor and Cabinet member. Leaves of less than 50% will not be considered.

College Closings

Full-time board-approved employees scheduled to work on a day in which there is an unscheduled college closing (weather or emergency-related closure) will be paid their normal scheduled work hours for that day. If there is a delayed start or early dismissal, the employee will be paid for their normal scheduled work hours that fall during the time in which the college is closed.

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An employee who is scheduled to use a full or partial day of paid leave on a day in which there is a college closing, will be paid for their normal scheduled work hours and will not be required to use paid leave. An employee who is scheduled to use a full or partial day of paid leave on the day of a delayed start or early dismissal, will not be required to use paid leave for the leave hours that were scheduled during the time in which the college was closed.

The employee and supervisor will be responsible for ensuring the employee's timesheet (or the Employee Leave Request for faculty) accurately reflects work and leave hours in the case of a college closing, delayed start or early dismissal.

Exception: A weather or emergency-related college closing, delayed start or early dismissal will not impact the use of paid or unpaid leave for an employee who is on Family and Medical Leave (FMLA) or whose absence is covered by FMLA.

Employees in areas which serve clients or external customers, and employees in Facilities and Security, should refer to Procedure 304.2 – Cancellation and Delay for information critical staff needs during college closings.

Personal Illness and Injury

Employees are provided with full pay for illness, injury, elective disability, childbirth and disability associated with pregnancy.

- Employees will receive 15 days of sick leave per fiscal year at the beginning of each fiscal year (July 1) for staff and the beginning of the contract year for faculty. Hotel exempt management staff receive 6 days per fiscal year.
- Sick leave entitlement for any period of less than one year, such as beginning employment in the middle of the fiscal year, is prorated at 1.25 days per month.
- Personal illness/injury leave is to be used for the employee's own illness or injury.
- Personal illness/injury leave can be used for medical, dental or vision appointments.
- The College reserves the right to request physician certification for an absence.
- Unused leave will be cumulative to a maximum of 115 days.
- There is no payout of illness leave at the time of an employee's termination or death.
- If an employee's illness or injury leave has potential to result in an absence of more than 3 days, please see the procedure on Family and Medical Leave Act (FMLA).
- Excessive and unsupported use of the sick leave program can lead to disciplinary action up to and including termination.

Maternity/Paternity Leave

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In the event of a birth, adoption, or placement of a foster child parents can use up to 5 days of their paid sick leave days (if available) as paternity/maternity leave. Maternity/paternity leave must be taken during the first 6 months after the delivery, adoption, or placement of a foster child. The maternity/paternity leave is in addition to any other leave that you may have available or be eligible to take. Maternity/paternity leave are FMLA qualifying events. Employees taking 3 or more days of leave will need to be placed on FMLA. Employees can request maternity/paternity leave and FMLA leave by contacting Human Resources.

Illness in the Family

In cases of illness or injury of a member of the employee's family, a maximum of 8 days leave of absence with full pay may be granted each fiscal year. Immediate family is defined as father, mother, son, daughter, wife, husband, family partner (as specified in the employee's Affidavit of Extended Family Relationship filed with Human Resources), brother, sister, grandparent, grandchild, comparable in-laws and step-parents/children.

If a family member's illness or injury will result in an absence of more than 3 days, please see the procedure on Family and Medical Leave Act (FMLA).

Personal Leave

Employees are provided with 2 days leave with full pay each fiscal year for the purpose of attending to personal affairs that are not vacation type activities and generally can only be attended to during the employee's normal work hours.

Bereavement

In case of death in the family, a maximum of 5 days leave with full pay may be granted each fiscal year. The immediate family is defined as father, mother, son, daughter, wife, husband, family partner (as specified in the employee's Affidavit of Extended Family Relationship filed with Human Resources), brother, sister, grandparent, grandchild, comparable in-laws and step-parents/children.

Bereavement leave can be used for attending a funeral, visitation, or memorial service; planning of a funeral; and attending to the affairs of a deceased family member. Bereavement leave shall be used in consecutive days following the death of a family member.

An employee may be granted up to 5 additional days should the employee experience the death of any combination of the employee's own parent, child, sibling or spouse/partner in the same year.

Exceptions to this policy based on individual circumstances may be requested through Human Resources.

Up to 2 days of leave may be granted each fiscal year to attend funerals of other relatives or close friends. The college reserves the right to request proof of death or proof of attendance to a funeral.

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Jury Duty

Employees may be excused from work duties to serve on jury duty. Employees will receive full pay for jury duty. Employees retain any checks paid to them by the Court. A copy of the jury duty notification should be forwarded to Payroll along with a completed Employee Leave Request specifying leave for jury duty.

Administrative

Regular full-time administrative employees may be granted a one-half time leave for a period of nine months to complete the on-campus residency requirement for an advanced degree. While on leave, the individual shall receive two-thirds of his/her annual salary. All requests for such leave shall be directed to the President. The President shall control the number of requests that may be honored in a given year.

Revision Log

Table 1 Revision Log

Version Number	Date Approved	Approved by	Description of Change
1	11/15/2012	Jim Choate, Vice President, Finance	New procedure
2	05/15/2017	Mick Starcevich, President	New template
3	07/26/2019	Cabinet	Procedure template
4	07/26/2019	Cabinet	Changes made to college closings
5	10/30/2026	HR Department	Reviewed, no edits