

SOUTHWESTERN COMMUNITY COLLEGE	HUMAN RESOURCES/INFORMATION TECHNOLOGY ADMINISTRATION OF LEAVE	Policy 4.02.02
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1. The College President shall be responsible for the administration of the leave program. The College's Human Resources' office shall maintain leave records for each full-time employee. The College will retain leave records for all separated employees for a period of at least five (5) years from the date of separation or longer as determined by applicable law. Vacation and sick leave are requested through submission of leave forms for approval by the supervisor.
2. The following types of leave are authorized for the College's employees in accordance with state and federal law and these policies and procedures:

Sick Leave	Absences due to Adverse Weather
Vacation Leave	Voluntary Shared Leave
Educational Leave	Family and Medical Leave
Civil Leave	Child Involvement Leave
Workers Compensation Leave	Military Leave
Bonus Leave	

3. Absences from work during scheduled working hours shall be charged to the employee's appropriate leave account.
4. If an employee is unable to report for work, the employee shall notify the supervisor of the anticipated absence or tardiness as soon as possible, stating the reason and the anticipated length of absence.

Adopted: October 2003

Revised: July 23, 2013