

Title: Leave	Number: 6.9	Page 1 of 4
	Related Procedure? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
Legal Citation (if Applicable) Title 10 U.S.C. §101(a)(13)(B), Colorado Uniform Jury Selection and Services Act, C.R.S. 13-71-101, Uniform Services Employment and Reemployment Rights Act of 1994 (USERRA), C.R.S. §13- 30-1131, Title 10 U.S.C. §101(a)(13)(B)	Board Approval/Revision: 01 September 2016 23 June 2017	

Colorado Mountain College (CMC) offers its employees a competitive leave package. The leave offerings may be increased, decreased, changed, or modified by the Board of Trustees. If changes occur in the College’s leave policy, every attempt will be made to provide at least thirty days’ notice to affected employees.

Annual Leave

The College provides annual leave to non-Faculty Staff who hold a benefitted full-time position or a regular benefitted three-quarter-time position. Full-time, non-Faculty Staff accrue 1.75 days or fourteen hours a month. Three-quarter-time positions accrue 1.31 days, or ten-and-a-half hours a month. The maximum annual leave accrual is thirty days, or 240 hours. For other alternative schedules please contact the Human Resources Department for accrual rates and maximums. Accrued annual leave shall be verified and paid upon termination of employment.

Vacation for Regular Part-Time Staff:

Provide a vacation benefit based upon their average work week over the last 12 months of employment (not to exceed 28 hours). The part-time staff member must work each pay period to be eligible for this benefit. The benefit would not accrue, would not carry forward and would not be paid. Employee would be awarded benefit in July of each year, must have worked during the preceding 12 months (July to June work period). For those working less than 12 months, the benefit will be reduced by 1/12 for each full month not worked. For example, if an employee starts work in October, the vacation benefit would be reduced by one-quarter. To receive the prorated benefit and employee must be employed by April 1st, anyone employed after that date will be required to work the next fiscal year before they would be eligible for the benefit. Vacation time will be taken in one hour increments and under no circumstances would the unused benefit be paid at the end of the fiscal year or employment.

Bereavement Leave

A maximum of five paid days of bereavement leave for each occurrence is granted in the event of the death of a member of the full-time employee’s immediate family. The immediate family for the purpose of this policy is defined as a spouse, civil union partner, children, stepchildren, parents, stepparents, parents-in-law, brother, sister, grandparents, grandchildren, or any other relative who resides in the immediate household.

With prior approval, the employee may use annual leave if additional time is needed to handle family affairs related to bereavement.

Holidays

The College provides full-time employees ten paid holidays and three floating paid holidays per year.

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The dates of the Board of Trustees-approved holidays are published annually at the beginning of the fiscal year.

Jury Duty

The College complies with the Colorado Uniform Jury Selection and Services Act, C.R.S. 13-71-101. Necessary absences for jury duty or for subpoena compliance will be approved. Employee will receive \$50.00 per day from the summoning entity, for up to three days, for each day of jury duty during which the employee would have worked in addition to their normal compensation from the College for the time served as if they had performed their regular duties for the College for the summoned time.

Leave of Absence With Approval

The College reserves the right to grant employees, when requested, leaves of absence from their duties that will be designed and approved on a case-by-case basis dependent on upon the individual requirements of each employee’s situation. The College reserves the right to refuse any Leave of Absence request at its discretion. Leave of Absence requests will be reviewed by the College President or his or her designee.

Leave of Absence Without Approval

An absence by a full-time employee without prior supervisor approval will be deemed as an unauthorized absence from assigned duties and may be subject to disciplinary action up to and including termination. A Leave of Absence Without Approval lasting for three or more consecutive days may be considered job abandonment and can be cause for immediate termination.

Personal Leave (Faculty)

The College provides two days of personal leave annually for full-time Faculty only. Personal leave for Faculty does not roll over from year to year and must be taken each contract year. Personal leave days are not eligible to be used to excuse Faculty from attendance at Faculty In-Service days or graduation. Personal leave days must be approved and scheduled in advance by the instructional supervisor.

Sick Leave

The College recognizes that full-time faculty and staff may need time off from work due to illness and provides paid sick leave to guard against loss of earnings due to illness, injury, or disability. The maximum amount of sick leave that may be accrued by a CMC employee is 640 hours (80 days). Sick leave is accrued at eight hours for every month worked and may not be taken in excess of the hours accumulated. If an employee is absent more than three consecutive days on sick leave, the employee and the supervisor must contact the Human Resources Department to determine whether or not FMLA shall apply. Eligible full-time faculty and staff may utilize sick time for personal illness and/or injury or to assist with immediate family illness and/or injury. Sick leave may be used for five days (40 hours) of

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maternity/paternity leave following each childbirth.

Employees with more than 640 hours of accumulated sick leave on July 1, 2017 may use the full amount of their earned sick leave balance, but will not accrue additional sick leave hours above the 640-hour maximum, until June 30, 2020. This provision will sunset on June 30, 2020 without additional action by the Board.

Leave for Victims of Domestic Violence

The College offers employees who have been employed by the College for twelve months or more and are the victims of domestic abuse, stalking, or a sexual assault up to three days of unpaid leave within any twelve-month period.

Eligible employees may take domestic violence leave so that they can seek a civil restraining order to prevent domestic abuse, obtain medical care, or obtain mental health counseling for themselves and/or their children; make their homes secure from the perpetrator; seek new housing to escape the perpetrator; or seek legal assistance to address issues arising from the crime, and attend and prepare for court-related proceedings.

Eligible employees must provide the College with advance notice of the need for leave, if possible. Employees may elect to use any earned vacation or personal time during the period of such leave.

Leave for Volunteer Firefighters

Volunteer firefighter employees who have previously provided the College with documentation from the Chief of the Fire Department that the employee is a volunteer firefighter and that the College has determined are not “essential employees” as defined in C.R.S. §13-30-1131, will receive unpaid leave for responding to an emergency summons issued by the Fire Chief. Following the leave, the employee must provide a written statement from the Fire Chief verifying the time, date, and duration of the employee’s absence and confirming that the absence was due to the emergency summons.

Employees will not be given more than fifteen days leave in a calendar year to attend to voluntary firefighter duties.

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Parental Leave

The College encourages employees’ involvement in the academic activities of their children, consistent with the operational needs of the College and the employee’s individual unit. Supervisors shall consider requests for such leave based on the following guidelines:

- Employees shall make reasonable attempts to schedule academic activities outside of regular work hours by requesting that academic meetings be scheduled, where possible, before or after work hours.
- Employees requesting Parental Academic Leave (PAL) may use accrued annual or sick leave for kindergarten through grade twelve academic activities.
- Supervisors shall grant the requested PAL, using annual or sick leave, on the same basis such leave is normally granted, including advanced notice requirements, unless operational necessity. Employees requesting PAL who have exhausted all annual and sick leave may be granted leave without pay up to eighteen hours per academic year.

Voting Leave

Employees are allowed up to two hours of paid leave between the opening and closing time of the polls in which to vote, provided the employee makes an application for leave at least one day in advance. Employees may request that such leave begin to coincide with the start or end of the employee’s workday.

This policy does not apply to employees whose work schedules begin or end three or more hours from the time of the opening and closing of the polls.

Absence Reporting

Non-exempt (hourly) employees shall report all leave on their time record the electronic payroll recording system each pay period.

Exempt (salaried) absence reports must be approved by the supervisor and forwarded to the Human Resources Department at the end of each for recording and review for consistent application and interpretation of the leave policies.

Discrepancies/inconsistencies regarding leave shall be referred back to the department for review. All absences by an employee whether exempt or non-exempt must be reported and approved by the employee’s supervisor. If necessary, the absence report will be referred back to the employee for correction.

- requires the employee’s presence at work.