

Title: Leave Usage Procedure	Procedure Number: 6-O	Page 1 of 2
Board Policy or Policies: 6.9 (Leave)	Adopted by: Carrie Besnette Hauser, President Date of Last Revision: January 16, 2018	

All employees are required to communicate absence, sick or annual, to their supervisor as soon as possible. Management reserve the right to establish their own procedures for requiring documentation, as necessary, to corroborate habitual absences. Please check with your supervisor for the protocols within your area. If an appointment is foreseeable, please provide as much advance notice as possible.

Unauthorized absences are a serious violation of College policy. Failure to comply with the College leave policies and procedures may result in the recording of unauthorized absences, loss of pay, and other actions up to and including termination of employment.

Sick Leave:

Colorado Mountain College provides all regular full-time staff and faculty employees sick leave. The sick leave benefit provides for an employee’s absence due to personal illness/injury, medical procedures, or to care for immediate family members.

Employees who are unable to report to work due to illness or injury must notify their immediate supervisor before the scheduled start of the workday or as soon as is practicable based on circumstances. The College reserves the right to require a physician's statement for any absences in excess of three (3) consecutive working days for illness as well as a return to work/fit-for-duty note.

Employees who are absent on paid sick leave on an official college holiday will have their leave charged to holiday pay instead of to sick leave. If an employee becomes ill while on planned/approved annual leave, annual leave will be charged for the absence.

Additionally, sick leave may be used for child(ren), spouse, and parents whose condition requires the employee’s direct care and in instances of qualified FMLA leave.

Sick leave may be used for five days (40 hours) of maternity/paternity leave following each childbirth.

It is the responsibility of employees to inform the immediate supervisor whenever they cannot meet their responsibilities due to illness or other reasons covered by the sick leave policy.

Any employee terminating employment at CMC will receive no compensation for accumulated sick leave days.

Annual Leave (Staff):

Colorado Mountain College provides all regular full-time employees annual leave. The College has the sole discretion to approve or disapprove annual leave requests. Departments may establish leave rules that preclude use of annual leave during peak activity periods, such leave rules should be communicated to employees. Leave cannot be granted automatically, as managers must consider the impact requested leave would have on college operations. Requests for leave must be documented accurately and, if approved, reported in a timely manner.

Any employee terminating employment at CMC will receive compensation for unused accumulated

annual leave days.

Personal Leave (Faculty):

The College provides two (2) days of personal leave annually for full-time faculty (regular, provisional, or term). Faculty members must follow the guidelines found in their employment contracts, including that personal leave days cannot be used on Faculty In-Service days or graduation. Personal leave days must be approved and scheduled in advance by one's instructional supervisor.