

HIGHLAND COMMUNITY COLLEGE
ADMINISTRATIVE PERSONNEL POLICY

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SUBJECT: Leave Policy for Administrative Employees on Less Than 12 Month Contracts

BOARD OF TRUSTEE APPROVAL: 07/12/2006

EFFECTIVE DATE: 07/13/2006

Full-time Administrative Employees who are on 9, 10, or 11 month contracts are not granted personal or vacation days. They may, however, take a personal day during their regular contract if pre-approved by their supervisor and provided that the time is made up during one of the holidays/personal days listed below or after the last day of their normal contract. Leave requests must be completed in advance and must indicate the dates when work will be made up. Another scenario is that some coaches or employees may work, practice, or compete during spring break. This would then permit them to take up to five personal days during the year (depending on how many days they worked during spring break).

Full-time Administrative Employees on less than 12 month contracts are awarded the following leaves:

- Holidays - All regularly scheduled College holidays that fall between the beginning and the end of the employee's administrative contract (see Holidays policy for Administrative Employees).
- Second day after fall final exams through day before spring registration.
- All five days of Spring Break (Some years, Easter Break may fall within Spring Break. Extra days will not be awarded.)

The following also applies to full-time Administrative Employees on less than 12 month contracts:

- Minimum Work Day – 8 hours
- Sick Leave - One day (8 hours) of Sick Leave is awarded for each month of the contract (9, 10, or 11). A maximum of 75 days (600 hours) may be carried over from one fiscal year to the next. (See Administrative Employee Policies for procedures regarding Sick Leave.)