Leave Procedure	Procedure Number	6.6.1P	
	Effective Date	1/24/2024	

1.0 PURPOSE

In accordance with Policy 6.6 Leave, the purpose of this procedure is to provide the parameters and detailed information pertaining to the distinct types paid and unpaid leave afforded to employees of Laramie County Community College (LCCC).

2.0 REVISION HISTORY

Adopted on: (This procedure replaces Policy and Procedure 4400, dated 01/03/1989) Revised on: 5/18/21, 11/10/21, 1/24/24

3.0 PERSONS AFFECTED

Employees holding regular fullme positions that are eligible for paid and unpaid leave are affected by this procedure. Pattme employees may be eligible for FMLA.

4.0 DEFINITIONS

A. Administrative LeaveAdministrative leave is used to protect the safety of students and employees or maintain the integrity of an investigation. This leave is granted only by the

For all leave outlined within this procedure, other than emergencies, employees must request leave and receive appropriate appro<u>val prtor</u>the occurrence of the leave time. All leave must be requested through the Supervisor and entered in the timekeeping system. Normal office call-in procedures will be used for emergency situations. Employees must accrue leave before it can be requested.

The President or Human Resources may require the employee to provide specific evidence to support the leav sse t5/TT0 1 .s

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be paid consistent with federal, statend local wageand-hour employment law.	The
necessity for Administrative Leave will be determined by Human Resources.	

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5) Consulting Leave –

- a) Regular employees are eligible to receive consulting leave with no loss in salary or benefits for the purpose of providing consulting services. Consulting leave must be requested and approved by the employee's immediate supervisor, area administrator, Human Resources, and the President prior to occurrence of the leave.
 - Consulting leave provisions are as follows:
 - i. Maximum leave time is five (5) days in one (1) fiscal year (July 1 through June 30); consulting leave does not carry over to the next year.
 - ii. Employee retains consulting fees for such engagement.
 - iii. The College will neither pay for nor assume any responsibility for the employee's expenses (i.e., per diem, travel, meals, lodging, or any other connected expenses) or activities while on consulting leave.
 - iv. Employee's leave should not cause operational hardship in the employee's functional work area.
 - v. The consulting engagement must not conflict with any policies that may be established by LCCC regarding a conflict of commitment, conflict of interest, or similar.
- b) Consulting leave must be approved in advance by the supervisor and Heratened into the time keeping system.

6) Donated Leave –

- a) LCCC recognizes that there may be circumstances that arise in an employee's life which may result in an extended absence from the workplace. Employees may be eligible for a protected leave status such as FMLA. Only employees with a documented FMLA need are eligible to receive donated leave.
- b) Paid leave donations are subject to the following conditions:
 - i) Onlyearned and/or accrued paid sick leave and/or paid vacation leavbewill considered for donation.
 - ii) Only employees in positions eligible for paid leave may receive paid leave donations.
 - iv) An employeewishing to donate leavenust maintain asick leave balance of 40 hours and arcation leave balance 60 hours.
 - v) Leave donations to an individual employwell be used on an asseeded basis and will not increase the employee's accrued leave balan the employee to whom the leave is to be donated must be eligible for the type of leave being donated, i.e., paid sick leave may only be donated to employees who are eligible for paid sick leave and paid vacation leave may only be donated to employees who are eligible for paid vacation leave.
 - vi) The employee to whom the leave is to be donated thave exhausted afficir personal, sick, and/or their vacation leave before using donated leave. If an employee has pre

- e) LCCC measures the "fixonth period" using the rolling calendar method for the purposes of tracking and counting an employee's leave entitlement under either the basic leave and/or military leave provisions of the Family and Medical Leave Act
- f) LCCC requires the use of accrued paid leave while taking anproved leave; if any/all paid leave becomes exhausted while on FMLA, an employee may move into an unpaid statusor use donated leave (see 5f6) the remainder of any approved FMLA protected I71.6 (e)-6 (d)3.1 (o4 (e)2.3e)-6 (r)8.1 (2 (p)-0.8 3-0.7n)-0.8 (6)-0.8 (6)-0.8 (6w.5 (ily))

- n) LCCC will require medical recertification for any leave extension; a leave extension request must be submitted as soon as the need for leave extension is known and at least two (2) weeks before the original leave expires unthese are extreme extenuating circumstances.
- o) Generally, an employee returning from FMLA leave will be able to return to the same position or a position with equivalent status, pay, benefits, and other employment terms; LCCC may choose to exempt certain key employees from this requirement
- p) LCCC may require an employee on FMLA leave to report periodically on their status and intent to return to work; should an employee be able to return earlier than the leave request indicated, the Human Resources Department must be notified at least 24 hours prior to an actual full return to work
- q) In applicable FML-Arotected leave occurrences, an employee will be required to provide a fitnes-for-duty certificate to be restored to employment; an employee will not be permitted to return to work without a fitnes-for-duty. The fitnes-for-duty must be on the form provided to the employee by Human Resources for a package of the second seco
- r) If an employee is unable to provide a fitness-duty and/or if an employee fails to return to work on the first typical and normally scheduled work(tax) applicable) following the expiration of an approved leave, the employee will be considered to have voluntarily terminated any/all employment relationship(s) the employee may have had with LCCC as of that day.
- s) LCCC's Human Resources Department is the sole administrator of LCCC's FMLA policy and procedure and, as such, is the exclusive interpreter of its terms. All provisions of this policy and procedure are consistent with the Family Medical Leave Act of 1993 and subsequent revisions. LCCC reserves the right to amend or change this procedure to maintain consistency and compliance with contemporary rules and regulations of the Family and Medical Leave Act. This procedure is intendented general guidance regarding LCCC's application of, and adherence to, the Family and Medical Leave Act. Actual individual application is determined only by Human Resources on bycase basis. This policy does not grant or create any employment. rights to any individual other than that which is specifically addressed within the parameters of, and as determined eligible for, FMLA

9) Holiday Leave -

LCCC formally recognizesholidays each fiscal yealt the discretion of the president, additional holiday(s) may be added.

- a) The academic calendar established the LCCC alendar Committee and dentifies the holiday schedule for the upcoming fiscal year. The calendar is presented to the Presidents Cabinefor approval. Once approved, Human Resources publishes the holiday schedule electronically; the holiday schedule is accessible by all employees through LCCC's intranet.
- b) In general, employees in Administrat Managerial, Professional, and Classified employee categories may be eligible for paid leave on the days designated as holidays on the published holiday schedu Employees should contact Human Resources to determine their individual eligibility for paid holiday Epiceees iny 4 2.2 (o)-6.6 (lid 0.7 (y)-r3 (d)2)

16) Public Service Leave (Elected Public Office)

Regular employees may seek an elected public office. In seeking an elected public office, the employee may neither use College time nor may their campaign efforts be disruptive to normal college operations(WY Stat § 226-116)

- a) If a regular employee is elected to a **furthe** elected office (defined as an elected position requiring individual time commitments equivalent to a **furthe** position), they are required to terminate regular employment with the College.
- b) If a regular employee is elected to a ptime elected office (defined as an elected position requiring individual time commitments of a temporary or intermittent nature, or times not typically associated with throwkday, or time equivalent to less than a part-time position), employee may continue benefit gible employment in accordance with the following:
- c) The employee maintains sufficient hours worked for LCCC mathrhyfill benefit eligibility requirements as may be applicable.
- d) The employee will be converted to a nemember status for the duration of the Public Service Leave regardless of FLSA status prior to the Public Service Leave; employee will record, submit, and be compensated for LCCC hours reported with the compensation calculated based on the representative hourly rate.
- e) The employee must agree to assume responsibility for remaining aware of developments within their assigned area at the College and assist in the conduct of that assignment when possible.
- f) The employee's time involved with the elected office will be documented as Public Service Leave.

17) Sabbatical Leave

Paid Sabbatical Leave is offered as a benefit to encourage eligible Administrators, Managerial Staff, Professional Staff, aculty Managerial and Faculty to continue their professional growth through academic, scholarly, and professional endeavors that will enhance the service of the employee and will benefit the students the College. The established guidelines including eligibility requirements, the application process, timelines, designated approval path, appeal process should an application be deniesciprocal obligations incurred for exercising the paid Sabbatical Leave benefit, etc., are detailed in the "Sabbatical Leave Guidelines" available electronically or hardcopy though Human Resourtestrief:

- a) Eligible faculty may apply for either a fullar or a halfyear sabbatical.
 - i. Full-time faculty on fullyeat 34 Ecota (ic) all will reder we de to be company of the faculty on fullyeat 34 Ecota (ic) all will reder we de to be company of the faculty on fullyeat 34 Ecota (ic) all will reder we de to be company of the faculty on fully eat 34 Ecota (ic) all will reder we de to be company of the faculty on fully eat 34 Ecota (ic) all will reder we de to be company of the faculty on fully eat 34 Ecota (ic) all will reder we de to be company of the faculty on fully eat 34 Ecota (ic) all will reder we de to be company of the faculty on fully eat 34 Ecota (ic) all will reder we de to be company of the faculty of

- granted The reciprocal obligation commences immediately following the employee's return. The consequence of failing to complete the reciprocal obligation would result in the employee being liable for repayment of the sabbatical stipend in proportion to the percent of service obligation not completed.
- d) The approval path begins with confirmation of an employee's eligibility to apply by Human Resources, continuing through the employee's immediate supervisor through the appropriate Cabinet Member to the Sabbatical Committees abbatical Committee is formed each year to review and consider endorsement of an employee's application If endorsed, the application is moved forward to the President for review and final approval consideration.

e)

- i. Administrator, Professional, Managerial, Faculty Manageriah DFaculty CategoryD, employees re eligible to receive vacation leave in accordance with the following:
 - 1. Employees shall be granted vacation leave at an accrual rate of 1.75 days for each month of employment appointment (partial months will be prated).
 - 2.Administrator, Professional arldanagerial employees working less than 12 months will earn vacation protected based on their appointment.
 - 3. Employee's maximum vacation accrual is the amount equal to that earned in two (2) employment appointment years (e.g., an employee on a twelve (12) month employment appointment may accrue up to a maximum of faving (42) days -12 months x 1.75 days a month x 2 years).
- ii. Facultyand Faculty Manageri ategories A, B, Cdo not earn vacation leave.

 Duty days are tracked by contract day calendars approved and retained by Senior Vice President of Academic Affairs.
- iii. Classified employees are eligible to receive vacation leave in accordance with the following graph below.
- iv. Classified employees working less than 12 months will earn vacationate to

need to work w	vith their superviso	or to schedule ti	me off at a later	date. Employee	es who are not
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