

Policy: Leave other than Sick Leave	Number: 610.03
Date Revised: 7/24/19	Supersedes: H-12a
Cross Reference: <i>The Alabama Community College System Policy 610.01</i>	Issued: 08-01-95

The following categories of paid leave shall be available to full-time college employees, in accordance with policies of the Alabama Community College System. A leave year for earning, accrual, and use of leave by employees is September 1 through August 31.

(1) Annual Leave -- Employees eligible to accrue annual leave are those compensated from Salary Schedules A, B, C, E, H (prorated). The official table for determining annual leave accrual is as follows:

<u>Years of Experience</u>	<u>Annual Leave Earned</u>
0-4	1.00 day per month
5-9	1.25 days per month
10-14	1.50 days per month
15-19	1.75 days per month
20-above	2.00 days per month

Employees compensated from Salary Schedule H shall receive annual leave under the same terms and conditions as other eligible employees, except a "day" of annual leave shall be as follows: four (4) hours for employees compensated from Schedule H-20, five (5) hours for employees compensated from Schedule H-25, six (6) hours for employees compensated from Schedule H-30, and seven (7) hours for employees compensated from Schedule H-35.

A "year of service" shall be a completed year of service at the current employing entity, not based on experience or service at other employers.

A maximum of sixty (60) days of annual leave may be accrued and carried forward into each September. Earned annual leave may be taken at appropriate times as approved in advance by the President or designee(s). Annual leave may exceed sixty (60) days during a year; however, annual leave exceeding 60 days earned, but not taken by September 1, is forfeited.

(2) Court Attendance -- Full-time employees who are required by a court to attend such court in the capacity of jurors or witnesses under subpoena will be granted leave with pay to attend such court. The jury duty summons must be presented in order to be granted leave with pay.

(3) Military Leave -- All full-time employees are eligible for paid military leave of up to twenty-one (21) days per calendar year in the event of being called to active duty. During the period of paid military leave, the respective employee shall continue to accrue all employment benefits, including sick and annual or personal leave, as well as paid medical insurance benefits.

Once available paid military leave is exhausted, the employee may take available annual or personal leave and continue to receive all employment benefits.

(4) Personal Leave -- Salary Schedules A, B, C, E, and H -- Up to two (2) days of personal leave with pay will be granted to each full-time employee on the above salary schedules during any leave year. This leave is non-cumulative. A reason for personal leave is not required. However, personal leave with pay shall be requested prior to its occurrence.

(5) Salary Schedule D and Full-time L -- Up to five (5) days of personal leave with pay will be granted to each full-time employee on the first day of each academic year. Personal leave is noncumulative. A reason for personal leave is not required. However, personal leave with pay shall be requested prior to its occurrence. Personal leave will not be paid on resignation or termination of employment. Personal leave not taken will be converted at the end of the leave year to sick leave. Election by the employee otherwise requires timely written notice by the employee to the institution.

(6) Professional Development Leave -- Full-time employees shall be granted professional and/or vocational leave with pay for up to ten (10) days per year upon approval by the President. Such leave with pay for more than ten (10) days per year shall be granted upon written request of the President and approval of the Chancellor.

Employees are responsible for the documentation of any professional development activities they have completed which they desire to be included in their ISTC personnel file. Transcripts and/or other documentation should be submitted to the Human Resources Coordinator who shall retain such documentation in the employee's personnel file.