



PERSONNEL

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Section E approved by Board of Governors 12.13.2022  
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5. A written statement from a healthcare provider is required when an employee has been absent five or more continuous days due to illness or injury. Statement should include analysis of their ability to return to work and any applicable restrictions to perform the essential job functions of their position. When possible, advance notice of absences for five (5) or more continuous work days due to the use of sick leave is required. A statement may also be requested if there is a pattern of leave in order to verify proper use of leave time.
6. Faculty must submit requests to their immediate Supervisor for review and consideration for approval.

Employees seeking a temporary reduction in contract length or FTE may be considered if they:

1. Develop and submit a written request to their immediate supervisor and Human Resources, for a temporary reduction in contract length or FTE which includes:
  - The beginning and ending dates
  - The reason or justification for the request
2. Meets with Human Resources and/or their immediate supervisor to review the request.
3. Upon support from the supervisor the written request will be submitted to Human Resources and the respective Vice President for consideration, review or approval.
4. Upon approval Human Resources will provide a written agreement between the College and the employee defining expectations and agreed upon terms

Employees must submit requests for vacation leave in advance of the time off request to their direct supervisor. Supervisors are expected to review requests and consider approval or denial of the request based on sound reasoning, compassion and respect in order to ensure the continued operations of the College. Leave must be submitted by the employee in the College payroll/leave system during the week the leave was approved and used or as timely as possible to ensure accurate record keeping.

Vacation leave accrual rates may be reinstated based on previous years of service to an employee who is re-hired within one (1) year of separation with the College and approval of the Vice President for Human Resources. This benefit does not apply to any other leave types or previous balances of leave types.

Requests for significant/substantial changes to any approved Wellness Time require a new request & subsequent supervisory approval. Minor changes requested by the employee will be considered & approval will not be unreasonably withheld. Injuries sustained while participating in Wellness Time activities completed away from College premises are not covered under the College's worker's compensation plan. Misuse of approved Wellness Time will result in supervisory action.

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