



COLLEGE POLICY

PERSONNEL

If an employee is on approved, unpaid leave status, eligible leave benefits (sick, vacation, personal) will not be accrued.

In the event an employee is approved for a voluntary leave of absence without pay, the College will cease contributions to insurance and retirement benefits. Participation in the College's health insurance and life insurance programs may continue if employees pay premiums in advance for up to one (1) year.

Employees may continue to contribute to TIAA, without a contribution match. All other benefits will not be available to the employee until they return to work in a full-

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Allow for most employees to be restored to original or equivalent positions with equivalent pay, benefits, and other employment terms.

Expect that employees make reasonable efforts to schedule leave for planned medical

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Effective 1.13.2023



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Even though long-term disability leave will be without pay in most circumstances. The College will:

1. Pay employer contributions for long term disability insurance for the lesser of 120-calendar days or until such time as the employee becomes eligible for benefits under the provisions of the long-term disability insurance plan.
2. Pay the health insurance premium for the employee's current coverage for the lesser of two (2) calendar years or until the employee reaches age 65, provided that the employee is not covered by other health insurance. However, if the employee's status changes such that a lower level of health coverage is appropriate, then only the premiums for the lower level of coverage will be paid by the College.
3. The College will continue to pay the group life insurance premium for six (6) months.

Long-term disability leave will be granted upon the recommendation of Human Resources and the approval of the president of the College if approved by the insurance provider.

Military Leave –

All employees, in all positions and statuses.

All employees of Southeast Community College who are members of the National Guard, Army Reserve, Naval Reserve, Marine Corps Reserve, Air Force Reserve and Coast Guard Reserve will be entitled to leave of absence from their respective duties without loss of pay. This includes all days during which they are employed with or without pay under the orders or authorization of competent authority in the active service of the state or the United States not to exceed fifteen (15) work days in any one calendar year. Advance notice to the employee's direct Supervisor and Human Resources with a copy of the orders is required.

Such leave of absence will be in addition to the regular annual leave of the employees. If the governor of the state declares a state of emergency and any of the employees are ordered to active service of the state, an additional leave of absence will be granted until such member is released from active duty by competent authority. During the additional leave of absence because of the call of the governor, any official or employee subject to the provisions of this ruling will receive such portion of his/her salary or compensation as will equal the loss he/she may suffer while in active service of the state.

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Vacation Leave –

Eligible Employees: Full-time status. Faculty positions are not eligible.

Vacation leave is offered to encourage eligible employees to promote their own health and well-being.

Vacation leave will be used on a normal work hour basis.

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Safety Eye Wear -

Eligible Employees: Employees whose positions require safety eyewear.

The College will reimburse regular employees with a FTE of 0.75 or greater who are assigned to a position requiring that they utilize Z87.1 rated eyewear in their work environment.

Employees meeting this requirement are eligible for reimbursement for the cost of one pair of protective eyeglasses every 24 months based on a predetermined reimbursement amount with proof of a receipt. All safety eyeglass reimbursement requests must be approved by Human Resources and officially requested through fiscal services.

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4. The employee must provide verification of satisfactory completion at the "C" grade level or above or pass if the course is taken as pass/fail. If the employee provides a transcript showing that the granting institution accepted the course with the appropriate grade, satisfactory completion may be achieved by testing out.
5. Following satisfactory completion of items 1, 2, 3, and 4 above, the employee will be eligible for:
 - a. reimbursement equal to the UNL undergraduate courses in-state tuition rate per semester credit hour for undergraduate courses, or
 - b.

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