SUBJECT: Authorized Leave Other Than Sick Leave or Vacation

1) Non-Compensated Leave

Upon recommendation of the President and approval of the Board, an employee may be granted a non-compensated leave of absence not to exceed one year. Leave may be approved for:

A. An illness or injury when there is insufficient accumulated leave.

B. Educational purposes.

C. Justifiable personal reasons.

Such leave will not be counted as a break in service to the College, however, the leave period will not be counted in total years of service to the College in computing retirement, vacation, salary, etc. An employee on a leave of absence is not entitled to state appropriations for benefits, after the 12 weeks of FMLA leave is used if unpaid FMLA leave. However, as stated in the regulations, an employee may continue such coverage providing satisfactory arrangements are made in advance for payment of existing coverage.

2) Military Leave

An employee who is a member of any reserve unit of the armed forces of the United States or of the Texas National Guard is entitled to a leave of absence (without pay) not exceeding fifteen (15) working days in one (1) calendar year. The leave will not adversely affect vacation, or any other benefits to which he/she is entitled. The employee must furnish certification from competent military authority of the dates active duty was actually performed.

3) Jury Duty

Employee will receive full pay for time off as a result of serving on jury duty. Sufficient advance notice should be given by the employee to his/her immediate supervisor.

4) Personal Leave

Up to a maximum of two days for personal business of an important nature that could not be accomplished after normal work hours can be taken.

The College will permit the observance of a religious holy day as personal leave if proper notice is given.
‘Proper notice’ shall consist of providing a list of religious holy days to be observed during the semester to the dean of the department and providing notice of such days in advance to all students whose class would be canceled due to the faculty member’s absence. This notice shall be in writing and shall be personally delivered to the dean of the department, receipt therefore being acknowledged and dated by the chairman, or shall be sent by certified mail return receipt requested, addressed to the dean.

A ‘religious holy day’ shall be defined as a holy day observed by a religion whose places of worship are exempt from property taxation under Section 11:20, Tax Code.