

The college shall maintain a leave program for employees that is equitable and allows for appropriate provisions of law and regulation (ARS 15-1445).

Purpose

Employees of Mohave Community College may wish or be required to be absent for several reasons:

- Those beyond their control, such as personal illness or injury (including pregnancy), jury duty, military service or emergencies.
- Those governed by compassion or conviction, such as family illness, bereavement, religious observance, and other personal reasons.
- Those stemming from occupational status, such as attendance at meetings, conventions, in-service training courses and seminars, and other patterns of additional study when approved by the President and/or the Governing Board.
- Those provided by scheduled vacations.

The College recognizes that absences for any such reasons are justifiable and will maintain an employee leave plan for the purpose of providing staff with the opportunity to take time away from work without loss of compensation.

Effective Date

This policy is effective July 1, 2017, and supersedes the PTO, vacation, sick leave and personal/emergency leave policies previously outlined in the administrative procedures manual and any other documents previously published, but not specified herein.

Eligibility

All employees are eligible to accrue paid sick leave beginning from the date of employment. All regular fulltime, benefits eligible, non-temporary employees are eligible to accrue paid time off (PTO) beginning from the date of employment.

Date of Adoption: Adoption of Manual

References: ARS 15-1445

The college shall maintain a leave program for employees that is equitable and allows for appropriate provisions of law and regulation (ARS 15-1445).

Leave Scheduling

1. To the extent possible, leave is to be requested and approved by the supervisor in advance. In most cases two weeks of advance notice will be sufficient. However, the amount of advance notice may vary by department depending on operational and staffing needs. Supervisors may approve requests for leave with less than two weeks of advance notice at their discretion. In all cases a leave request must be completed online by the employee and submitted for approval.
2. Generally, leave may not be scheduled during annually established blackout dates. An employee seeking authorization for leave during blackout dates must include a written explanation with the request form and receive approval from the President.
3. Supervisors are responsible for scheduling leave in a manner which balances the operational and service delivery needs of the department with the time off preferences of the staff member. The college reserves the right to deny leave requests which may have an adverse effect on its operations or cancel previously approved leave requests if unexpected circumstances arise which require the employee's attendance at work.
4. In the event of illness or emergency preventing the employee from requesting leave in advance, the employee must notify the supervisor no later than fifteen minutes after the start of the employee's work day and explain the need for unscheduled time off. In the event of illness or emergency preventing the employee from reporting to work for periods exceeding one day, the employee must contact the supervisor each subsequent day no later than fifteen minutes after the start of the employee's work day. The immediate supervisor shall make arrangements for class coverage in the case of resident faculty illness. Employees who do not adhere to these guidelines may be subject to disciplinary action by the college.
5. Regardless of the reason, should an employee's unscheduled absences occur with such frequency so as to adversely affect department operations and prevent the employee from meeting their employment obligation of regular and reasonable attendance, the college may take corrective action up to and including termination of employment.
6. Supervisors must notify the human resources department when an employee is absent for three (3) consecutive days due to illness. All leave taken due to illness for three (3) or more consecutive days shall be deemed to apply toward the twelve (12) week maximum under the Family and Medical Leave Act. After three (3) or more consecutive days of absence and before an employee may return to work, a physician's certification may be required regarding the employee's health and ability to perform his/her job with or without reasonable accommodation. If an employee fails to submit a physician's statement as requested or required, the time requested will be charged to leave without pay.

Employee Leave Tracking

The college will maintain a leave account for each eligible employee and track the beginning balance, current balance, accruals, and usage on a fiscal year basis (July thru June).

Employee Leave Reporting

Supervisors are responsible for ensuring accurate reporting of employee leave usage by staff during each biweekly pay period by confirming that leave hours are correctly recorded in the online leave request system. Leave hours taken will be charged against the employee's account as they occur. Supervisors are responsible for ensuring that all leave hours taken are properly documented and submitted to human resources via the online leave tracking system.

Date of Adoption: Adoption of Manual

References: ARS 15-1445

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**Employee Leave
Excused Absence without Pay**

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The college shall maintain a leave program for employees that is equitable and allows for appropriate provisions of law and regulation (ARS 15-1445).

Excused Absence without Pay in Lieu of Employee Leave

Employees carrying leave balances may not opt to take excused absences without pay in lieu of leave for purposes of saving accrued leave time. Employees with insufficient leave balances to cover requested periods of time off may be granted excused time off without pay at the discretion of the supervisor. Leave shall not be advanced to any employee. Leave shall accrue during any approved paid leave of absence, except while out on donated leave. Leave shall not accrue during any period of leave of absence without pay or when compensated using donated leave.

Date of Adoption: Adoption of Manual

References: ARS 15-1445

5.180-C

**Employee Leave
Worker's Compensation Leave**

5.180-C

The college shall maintain a leave program for employees that is equitable and allows for appropriate provisions of law and regulation (ARS 15-1445).

Employee Leave Usage during Worker's Compensation Leave

Employees may use leave during the waiting period due to absences from work for a work related injury, but thereafter will be limited to payments under worker's compensation.

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References: ARS 15-1445

5.180-D

**Employee Leave
Bereavement Leave**

5.180-D

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Bereavement Leave

The college shall grant up to 40 hours of paid leave, to an eligible full-time employee, for the death of an immediate family member. A member of the immediate family is defined as parent, spouse, son, daughter, brother, sister, grandparent, or grandchild – including stepchildren and in-laws whether related by blood, adoption or marriage. Such requests must be in written form and approved by the President or designee. Bereavement leave is not charged against PTO leave.

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References: ARS 15-1445

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Administrative Leave

If a full-time employee is the subject of grievance procedures, disciplinary action or an investigation, the President may authorize paid administrative leave for a reasonable period of time. In such circumstances, a reasonable period of time will be determined based upon the length of time it takes to complete an investigation.

The President reserves the right to place an employee on suspended leave without pay when the employee is charged with a felony or other offense of moral turpitude that adversely affects the employee's ability to perform the job or has an adverse effect on the college

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Military Leave – Temporary Training Duty

Under the provisions of ARS 38-610, the officers and employees of the state, or of any county, city or town, or of any agency or political subdivision thereof, shall be granted leaves of absence from their duties without loss of time, pay or efficiency rating on all days during which they are employed on training duty or attend camps, maneuvers, formations or drills under order with any branch, reserve or auxiliary of the armed forces of the United States for a period not to exceed thirty days in any two consecutive years (fiscal year of the United States government). For purposes of this section, any officer or employee shall not be charged military leave for days on which the individual was not otherwise scheduled for work. The period of time spent in training under orders shall not be deducted from the vacation period with pay to which any officer or employee is otherwise entitled.

Valid evidence of orders including pay must be presented to the human resources department prior to the leave commencing to assure continuation of salary while on leave. A personal check in the amount of the base pay received for military duty shall be turned over to the college, or a deduction of this amount will be made from the employee's pay. Any employee choosing not to follow this process can charge the leave to PTO or leave without pay.

Military Leave – Active Duty

The college will follow the guidelines established by the Uniformed Services Employment and Reemployment Rights Act (USERRA) regarding employees who voluntarily or involuntarily leave employment positions to undertake military service.

Notice of Service: When an employee is called to military service, USERRA requires the employee in the uniformed service to give advance written or verbal notice of the service to their department unless such notice is precluded by military necessity. An employee performing military service may opt to, but is not required to, use PTO leave with pay during the time that he/she is performing military service. This is an exception to other leave policies which requires an employee to exhaust all appropriate accruals prior to going into an unpaid status.

The college will activate the returning veteran's benefits based upon the length of service he/she would have had if he/she remained on the job. However, PTO leave or holidays are not accrued during the time spent in the military service.

An employee may, while in the service, elect to continue health plan coverage for up to 24 months; however, the employee will be required to pay the health insurance premium. If the coverage is terminated at the employee's option, the college may not impose a waiting period for benefit reinstatement upon the return to employment.

Returning to Work after Military Duty: The general guidelines under USERRA for employees' return to work are as follows:

If the employee served fewer than 31 days, the employee must return to work the next regularly scheduled workday. If the employee served more than 30 days, but fewer than 181 days, the employee

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**Employee Leave
Military Leave**

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must notify the college of his/her intention to return to work and reapply within 15 days after completion of service. If the employee served more than 180 days, the employee must notify the college of his/her intention to return to work and reapply within 90 days after completion of service.

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Leave of Absence

The President may approve a leave of absence without pay upon written request by an employee for a period of not more than one year. This leave will commence when all paid PTO leave has been exhausted.

Employees on leave of absence without pay, upon approval of the President, may return to the same or equal position with the college, provided such a position exists, and shall retain all employment benefits EXCEPT salary and step adjustments, insurance (unless paid by the employee), and accumulation of PTO leave.

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References: ARS 15-1445

5.180-H

**Employee Leave
Jury Duty**

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Jury Duty

An employee selected to serve on a jury will be given a leave of absence with pay. Employees are not entitled to receive payment from both their employer and the courts. The check stub or a copy showing the amount received and a personal check in the amount of the jury duty pay, minus expenses, shall be provided to the payroll department. Any employee choosing not to follow this process can charge the leave to PTO or leave without pay.

If an employee is subpoenaed due to circumstances unrelated to college business, time off will be charged to PTO or leave without pay.

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References: ARS 15-1445

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**Employee Leave
Special Paid Leave**

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The college shall maintain a leave program for employees that is equitable and allows for appropriate provisions of law and regulation (ARS 15-1445).

Special Paid Leave

The President may grant special paid leave to full-time employees for various reasons related to scholarly or professional growth, development, or renewal, including creative endeavors that promise to enhance the professional effectiveness of the employee and college.

Compensation and conditions of leave shall be determined by the President.

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MCC Cares

MCC Cares is a program that allows employees to be released with pay from work to participate in an approved community service event or program. MCC Cares eligibility is limited to full-time employees. Hourly (non-exempt) staff may ONLY participate in service opportunities during standard working hours as determined by the employee's supervisor.

The College committee structure will formally identify community organizations and events that are acceptable for MCC Cares. These organizations and events will be aligned with the College strategic plan wherever possible and will not be tied to political or religious causes. MCC Cares release time may only be used for these approved service opportunities. Additional organizations and events may be submitted through the committee structure for consideration.

Employees may work a maximum of 10 hours per quarter and 40 hours per fiscal year for MCC Cares programs. The official time-off management program of the College will accrue MCC Cares hours at 10 hours per quarter. There is no obligation on the part of employee or supervisor to use any of these hours.

No employee will receive ANY additional pay for volunteer time. The College approves time to be away from work for volunteering. This is not an additional work assignment above and beyond contract.

Participation in the MCC Cares program is only allowable during standard working hours. MCC Cares does not apply to any events worked outside of these hours. Employees are free to participate in other community events of their choosing outside of their work hours. MCC Cares is not connected to these non-work hour events.

The request is approved or denied in the same manner as PTO is currently processed. Managers will consider the impact on the employee being out of the office in considering the request. No manager is under any obligation to approve requests or ensure employees participate in the MCC Cares program. Departmental staffing needs must be considered above all else. MCC Cares is not required and employees will be allowed release if and when work schedules and duties allow. Employees must request the time off using the official time-off management program of the College in advance of the event and may not be released without prior approval from his or her manager.

No travel expenses of any kind will be paid/reimbursed for traveling to site of service opportunity.

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**Employee Leave
MCC Cares**

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References: ARS 15-1445

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The Family and Medical Leave Act of 1993 (FMLA) requires covered employers to provide up to twelve (12) weeks of unpaid, job-protected leave to "eligible" employees for certain family and medical reasons. Employees are eligible if they have worked for their employer for at least one (1) year, and for one thousand two hundred fifty (1,250) hours over the previous twelve (12) months, and if there are at least fifty (50) employees within seventy-five (75) miles. The FMLA permits employees to take leave on an intermittent basis or to work a reduced schedule under certain circumstances. Mohave Community College substitutes any available compensated leave for unpaid leave.

Reasons for Taking Leave

Qualifying reasons for FMLA leave include the following:

- Childbirth and/or care for a newborn (within the first 12 months of birth);
- Childcare needs resulting from an adoption or foster care placement (within the first 12 months of the adoption or placement);
- Care for employee's spouse, child, or parent with a serious health condition;
- Employee's own serious health condition;
- Circumstances relating to the fact that an employee's spouse, son, daughter, or parent is on, or has been called to, active duty in the National Guard or Reserve branches of the Armed Forces or is in a regular component of the Armed Forces deployed to a foreign country;
- Employee who is caring for a spouse, son, daughter, parent, or next of kin who is a seriously injured or ill service member, or a veteran service member if the veteran had been an active member of the Armed Forces (including the National Guard or Reserves) at any time during a five-year period prior to medical treatment, recuperation, or therapy.
- For the purpose of this policy, a serious health condition is an illness, injury, impairment, or physical or mental condition that involves incapacity or treatment connected with:
 - inpatient care in a hospital, hospice or residential medical facility;
 - pregnancy or prenatal care; or
 - continuing treatment by a health care provider.

Advance Notice and Medical Certification

The employee may be required to provide advance leave notice and medical certification. The employee ordinarily must provide thirty (30) days advance notice when the leave is "foreseeable." An employer may require medical certification to support a request for leave because of a serious health condition, and may require second or third opinions (at the employer's expense) and a fitness for duty report to return to work. Taking of leave may be denied if requirements are not met.

Job Benefits and Protection

For the duration of FMLA leave, the employer must maintain the employee's health coverage under any "group health plan." Upon return from FMLA leave, most employees must be restored to their original or equivalent positions with equivalent pay, benefits, and other employment terms. The use of FMLA leave cannot result in the loss of any employment benefit that accrued prior to the start of an employee's leave.

If the employee fails to return to work upon expiration of the FMLA leave and has not received authorization for a continued absence, the employee may be subject to disciplinary action in accordance with College policies.

Unlawful Acts by Employers

FMLA makes it unlawful for any employer to:

- interfere with, restrain, or deny the exercise of any right provided under FMLA.
- discharge or discriminate against any person for opposing any practice made unlawful by FMLA or for involvement in any proceeding under or relating to FMLA.

Enforcement

The U.S. Department of Labor is authorized to investigate and resolve complaints of violations. An eligible employee may bring a civil action against an employer for violations.

FMLA does not affect any federal or state law prohibiting discrimination, or supersede any state or local law or collective bargaining agreement which provides greater family or medical leave rights.

Date of Adoption: Adoption of Manual

*References: ARS 15-1445
Family and Medical Leave Act of 1993 (FMLA)*

The college shall maintain a leave program for employees that is equitable and allows for appropriate provisions of law and regulation (ARS 15-1445).

Eligibility

All full-time faculty, regardless of length of annual term appointment are eligible to participate in the Full-time Faculty Leave Program, beginning from the date of employment in such position.

Faculty Personal Leave Accrual Guidelines

Leave will begin accruing as of the first day of eligible employment. Employees beginning employment mid-pay period will receive a full accrual for that pay period. Those terminating employment mid-pay period will not receive a full accrual for that pay period. The same standard will be applied for those staff members beginning or returning from leaves of absence or any status not subject to faculty personal leave accrual.

Newly-hired faculty can use employee leave hours after satisfactorily completing the three month probation period retroactive to the date of employment. Leave used within the three month probation period will be charged to leave without pay.

Faculty will accrue leave while in active employment status. Faculty will not earn faculty personal leave for scheduled hours when absent from work in connection with: excused or unexcused absences without pay, including unpaid leaves of absence, worker's compensation, long-term disability and donated leave. Holidays, bereavement leave, military and jury duty will not be charged against faculty personal leave.

Paid Sick Leave

Paid sick leave is provided to an employee for:

- the mental or physical illness, injury, or health condition; the need for medical diagnosis, care or treatment of a mental or physical illness, injury or health condition; or the need for preventative medical care of the eligible employee or the employee's family member.
- the closure of Mohave Community College by order of a public official due to a public health emergency.
- the closure of the employee's child's school or place of care by order of a public official due to a public health emergency.
- any absence necessary due to domestic violence, sexual violence, abuse of stalking

All eligible full-time faculty will receive 40 hours of paid sick leave annually, accrued at 50% at the beginning of the fall and spring semesters. Accrual is based on a typical resident faculty appointment, accrual for faculty with differing appointment lengths will be prorated as needed. Resident faculty can only accrue and use faculty personal leave within the dates of the full-time resident faculty term appointment.

Any unused sick leave will be carried over to the following year, without limit.

If an employee separates from employment and is rehired within nine (9) months of separation by Mohave Community College, previously accrued sick leave that had not been used or exchanged for compensation shall be reinstated and the employee is entitled to accrue and use sick leave immediately at the re-commencement of employment.

Paid Time Off Leave

Paid Time Off (PTO) leave is provided to full-time faculty for personal obligations or for other important personal unplanned crises or emergencies involving family members or personal property.

Eligible 9-month resident faculty will receive 18 hours of PTO leave and eligible 12-month resident faculty will receive 35 hours of PTO leave annually, accrued at 50% at the beginning of the fall and spring semesters. Accrual is based on a typical resident faculty appointment, accrual for faculty with differing appointment lengths will be prorated as needed. Resident faculty can only accrue and use faculty personal leave within the dates covered by the full-time resident faculty notice of term appointment.

Any unused PTO will be carried over for one (1) additional year. If at the end of the second year, PTO hours remain unused, those hours will be transferred to sick leave.

Should an eligible full-time faculty exhaust all available PTO and require additional PTO, up to 16 hours of sick leave can be transferred to PTO annually, with supervisory approval.

Compensation for Unused Leave

Upon separation after ten (10) consecutive years of eligible service, Mohave Community College will compensate an eligible employee for any combination of unused sick and PTO leave, up to the maximum of 480 hours at the rate \$75 per day. Employees with less than ten (10) years of eligible service are not eligible to participate in the unused leave compensation program. Under no circumstances can the maximum number of compensated unused hours exceed the limit, regardless of account balance.

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References: ARS 15-1445

The college shall maintain a leave program for employees that is equitable and allows for appropriate provisions of law and regulation (ARS 15-1445).

Eligibility

All full-time administrative, professional, and support employees, both exempt and non-exempt, are eligible to participate in the Full-time Employee Leave Program beginning from the date of employment in such position.

Full-time Employee Leave Guidelines

Leave will begin accruing as of the first day of eligible employment. Employees beginning employment mid-accrual period will receive a full accrual for that period. Conversely, employees terminating employment mid-accrual period will not accrue leave during that pay period. The same standard will be applied for those employees beginning or returning from leaves of absence or any status not subject to leave accrual.

Newly-hired staff can use employee leave hours after satisfactorily completing the three month probation period retroactive to the date of employment. Leave used within the three month probation period will be charged to leave without pay.

All new hires, including former employees who are rehired after a separation, will begin accrual of PTO at the year one (1) rate regardless of past MCC employment. The only exception is for employees in good standing whose separation from employment was involuntary due to position elimination or reduction in workforce, and are reemployed within 60 days. Those employees will resume accrual of PTO at the rate effective at the time of loss of position. When a full-time, benefits-eligible 9-month Resident Faculty transfers or is reassigned to a 12-month staff position, accrual rate will be based on number of years of service.

Employees will earn leave while in active employment status, when present at work or absent from work in connection with PTO, holidays, paid leave of absence, bereavement leave, and jury duty. Employees will not earn leave when absent from work in connection with excused or unexcused absences without pay, including unpaid leaves of absence, worker's compensation, long-term disability and catastrophic leave. Holidays, bereavement leave, military and jury duty will not be charged against PTO leave.

Paid Sick Leave

Paid sick leave is provided to an employee for:

- the mental or physical illness, injury, or health condition; the need for medical diagnosis, care or treatment of a mental or physical illness, injury or health condition; or the need for preventative medical care of the eligible employee or the employee's family member; or
- the closure of Mohave Community College by order of a public official due to a public health emergency; or
- the closure of the employee's child's school or place of care by order of a public official due to a public health emergency; or
- any absence necessary due to domestic violence, sexual violence, abuse of stalking.

All eligible full-time employees will earn 40 hours of paid sick leave annually, accrued on the first and fifteenth of each month. Accrual is based on a typical full-time 12-month employee calendar, accrual for employees with differing assignment lengths will be prorated as needed.

Any unused sick leave will be carried over to the following year, without limit.

If an employee separates from employment and is rehired within nine (9) months of separation by Mohave Community College, previously accrued sick leave that had not been used or exchanged for compensation shall be reinstated and the employee is entitled to accrue and use sick leave immediately at the re-commencement of employment.

Paid Time Off Leave

Paid Time Off (PTO) leave is provided to full-time employees for planned vacations, personal obligations or for other important personal, unplanned crises or emergencies involving family members or personal property.

Eligible Administrators will accrue PTO at a rate of 180 hours per year. All other eligible employees will accrue PTO at a rate based on years of eligible service. See table below. Accrual is based on a typical full-time 12-month employee calendar, accrual for employees with differing assignment lengths will be prorated as needed.

Consecutive Years of Service	Annual Accrual
0.0 – 4.9 years	120 hours
5.0 – 9.9 years	150 hours
10.0 + years and Administrative Positions	180 hours

Any unused PTO will be carried over for one (1) additional year. If at the end of the second year, PTO hours remain unused, those hours will be transferred to sick leave.

Compensation for Unused Leave

Upon separation after ten (10) consecutive years of eligible service, Mohave Community College will compensate an eligible employee for any combination of unused sick and PTO leave, up to a maximum of 480 hours at the rate of \$75 per day. Employees with less than ten (10) years of eligible service are not eligible to participate in the unused leave compensation program. Under no circumstances can the maximum number of compensated unused hours exceed the limit, regardless of account balance.

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References: ARS 15-1445

The college shall maintain a leave program for employees that is equitable and allows for appropriate provisions of law and regulation (ARS 15-1445).

Eligibility

All part-time employees, including but not limited to associate faculty, support staff, and student workers, are eligible to participate in the Part-time Employee Leave Program, beginning from the date of employment in such position.

Part-time Employee Leave Program Guidelines

Leave will begin accruing as of the first day of eligible employment. Employees beginning eligible employment mid- pay period will receive a full accrual for that pay period. Those terminating employment mid- pay period will not receive a full accrual for that pay period. The same standard will be applied for those staff members beginning or returning from leaves of absence or any status not subject to faculty personal leave accrual.

Newly-hired employees can use employee leave hours after satisfactorily completing the three-month probation period retroactive to the date of employment. Leave used within the three-month probation period will be charged to leave without pay.

Employees will earn leave while in active employment status, when present at work or absent from work in connection with PTO, holidays, paid leave of absence, bereavement leave, and jury duty. Employees will not earn leave when absent from work in connection with excused or unexcused absences without pay, including unpaid leaves of absence, worker's compensation, long-term disability and catastrophic leave. Holidays, bereavement leave, military and jury duty will not be charged against PTO leave.

Paid Sick Leave

Paid sick leave is provided to an employee for:

- the mental or physical illness, injury, or health condition; the need for medical diagnosis, care or treatment of a mental or physical illness, injury or health condition; or the need for preventative medical care of the eligible employee or the employee's family member; or
- the closure of Mohave Community College by order of a public official due to a public health emergency; or
- the closure of the employee's child's school or place of care by order of a public official due to a public health emergency; or
- any absence necessary due to domestic violence, sexual violence, abuse of stalking.

All eligible part-time employees will earn one (1) hour of sick leave for every thirty (30) hours worked, accrued on the first and fifteenth of each month. Any unused sick leave will be carried over to the following year, without limit.

Part-time employees are limited to the use of forty (40) hours of sick leave per year.

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**Employee Leave
Part-time Employee Leave Program**

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If an employee separates from employment and is rehired within nine (9) months of separation by Mohave Community College, previously accrued sick leave that had not been used or exchanged for compensation shall be reinstated and the employee is entitled to accrue and use sick leave immediately at the re-commencement of employment.

Compensation for Unused Leave

Part-time employees are not eligible to participate in the unused leave compensation program.

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References: ARS 15-1445

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Mohave Community College grants eligible employees leave on established holidays with no loss in pay. Each year the College designates the dates on which the holidays are to be observed. Employees working less than a 12-month year will receive those holidays which fall between his/her annual start and end date. Deviations may occur in cases where the College determines adjustments are necessary to accommodate the academic calendar and the College's mission. The College recognizes the following as holidays:

New Year's Eve and New Year's Day (2)	Independence Day (1)
Civil Rights Day (1)	Labor Day (1)
President's Day (1)	Veteran's Day (1)
Spring Break (5)	Thanksgiving Holiday (2)
Memorial Day (1)	Christmas Eve and Christmas Day (2)

Eligibility

All Support, Professional, Faculty and Administrative employees employed 19.5 hours or more per week are eligible for paid holidays, beginning on date of hire. The employee must be active status (at work or on leave of absence with pay) at the time the holiday occurs.

The benefit is not payable to employees who are:

- On an unexcused absence on either the day before or the day after the holiday.
- On an official leave of absence without pay
- On regular Workers' Compensation leave

Amount of payment

Employees will be paid holiday pay at the number of hours normally worked on that day of the work week. Total hours for the week including holiday hours may not exceed normal hours worked. Each hour paid to an employee shall be paid at the employee's base rate of pay.

Coordination with other types of pay or benefits

When a holiday falls during an employee's PTO leave, the employee will receive holiday pay and no charge will be made to PTO accruals.

Holiday Work Schedule

Certain employees may be required to work during a holiday. The department supervisor shall make the decision to schedule work during a holiday. Employees who work on a regularly scheduled holiday will receive an equal number of hours of leave time to be used as per the paid time off procedure.

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**Employee Leave
Holidays**

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Mohave Community College's Leave Sharing Program is designed to work on an as-needed basis. Employees may voluntarily donate leave, according to the guidelines of this plan and dictates of conscience.

Criteria to request leave

1. A benefit-eligible employee may request donated leave for a seriously incapacitating or extended personal injury or illness to self or immediate family. Maternity is considered only for 6 weeks past delivery, or 8 weeks in case of a C-section.
2. A requestor must provide an explanation or reason why donated leave is needed, which includes medical certification through the FMLA process.
3. A requestor must exhaust all accrued paid leave earned prior to becoming eligible to receive donated time.
4. No requestor will be eligible to receive days after qualifying for long- or short-term disability coverage or if his/her illness or injury is covered by worker's compensation.

Criteria to donate leave

A donator must have a minimum of 200 hours of leave accumulated at the time of donation.

A donator may donate a maximum of 40 hours total per year through the Leave Donation Program.

Donation limits

- Donated leave hours must be used according to the paid leave procedure
- A requestor may receive up to a limit of 240 donated leave hours per fiscal year.
- A requestor may receive a lifetime benefit of 480 of donated leave hours.
- Leave must be donated in one (1) day increments, equivalent to eight (8) hours.
- Donated leave will be applied to the requestor's account in the order of receipt. Any unused days will be returned to the donor.
- Donated leave shall not affect FMLA policies and procedures.

Donated Leave Process

1. An employee in need of donated leave completes the donated leave request form, including the expected duration of absence and brief description of medical condition, and sends to Human Resources with any medical documentation.
2. Human Resources will review the request and medical reason, ensures that the employee has depleted his/her leave balances, and may request further medical certification if none is on file in HR.
3. Human Resources will issue an email to all eligible employees, providing a brief description of the need and the donation form. The requestor's identity and specific medical condition will be confidential and will not be shared in the email.
4. Any eligible employee wishing to donate leave will complete the donation form and return it to Human Resources.
5. Human Resources will date/time stamp donations in the order received.

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6. Human Resources will calculate the worth of the donated time and apply the appropriate number of hours to the TOM account.
7. The requestor keeps leave calendar in TOM current and accurate, using the donated leave.
8. When the requestor returns to work, Human Resources removes all donated leave from TOM and returns to the appropriate donors.

Date of Adoption: Adoption of Manual

References: ARS 15-1445