
TITLE:	Granting Leave
NUMBER:	400 (Replaces 4080)
APPROVED BY BOARD OF TRUSTEES:	11/19/09

I. Procedures for granting all types of leave for all employees shall take into account:

1. the extent and duration of the employee's service to the college.
2. the contribution of the purpose of the leave to the welfare of the college.
3. the equitable distribution of this benefit to the total staff.
4. the availability of college resources.
5. the need for the employee's leave request.

II. The college shall, in accord with law, develop procedures for granting leaves for:

1. faculty and classified staff according to the applicable collective bargaining agreement provision for the type of leave sought.
2. for exempt employees for professional (sabbatical) leave on reduced pay.
3. for exempt employees for professional, sick and personal leave of short duration with pay.
4. for exempt employees for professional, sick and personal leave without pay.
5. all employees for Family Medical Leave Act (FMLA) leave either with or without pay, as applicable.