

### Overview

In Workday, an Absence refers to both Time Off or Leave. Use this job aid as a resource to view your Time Off balance, request Time Off, request Leave, and make corrections to requests. Before submitting a request for Time off, review your Time off balance to ensure you have adequate hours to request.

- **Time Off:** Short Term Absences (Example Annual, Sick, Personal, etc.)
- **Leave:** Long Term Absences (Example FML, STD, WC)

If you have questions or need help, please contact [LeaveRequest@montgomerycollege.edu](mailto:LeaveRequest@montgomerycollege.edu).

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### Review Absence (Time Off) Balance

1. From the Workday homepage, click the **Absence** application.

## Request Absence (Time Off or Leave)

### Workday Job Aid for Employees



2. Review your absence balance using one of the following methods:

- Towards the bottom of the screen, the **Available Balance as of Today** displays.
- Under the View column, click **Absence Balance** and enter the date you would like to view your balance as of. Click **OK**.
- Under the Request column, click **Request Absence**. On the left sidebar, view your **Balances**.

**Note:** You can change the **Balance as of** date to view your balance for different dates.

## Request Time Off

1. From the Workday homepage, click the **Absence** application.



**Note:** This task can also be initiated from your worker profile by clicking the **Actions** icon.

2. Under the Request column, click **Request Absence**.

3. Select the applicable dates by using one of the following methods:

- **Select Date Range:** Click the Select Date Range button and select the applicable dates.
- **Calendar:** Navigate to the applicable month and click the dates you are requesting. For consecutive days, you can click and drag on the calendar. Towards the bottom left corner, click **Request Absence**.

4. Click the **Type** field and select **Time Off**.

5. Click the applicable **Time Off Type** from the menu.

**Note:** For descriptions of Time Off Types, please refer to the Appendix of this job aid.

6. Click **Next**.

**Note:** The Request Absence screen displays and includes the dates you have selected.

7. Review the dates, type, quantity per day, and total.

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8. If you need to edit the quantity per day, click **Edit Quantity Per Day**. The Edit Quantity Per Day pop-up window displays. The edit quantity is generated from your work schedule. Enter the quantity of hours you are requesting off for each date. To enter the same quantity for all dates, use the **Update All Quantities** field toward the top of the screen. Click **Done**.
9. If applicable, enter a **Comment**.
10. An attachment is required for Court Attendance Time Off and optional for all other time off types. Under the **Attachments** section, click **Select Files** and attach the applicable file(s) from your computer. A **Description** is optional, enter if needed. The **Category** is required, select **Time Off**.
11. Click **Submit**.
12. Use the following table to determine the next step:

If...	Then...
You are not faculty	Your steps are complete and the Request routes to your manager for approval.
You are Part-Time Faculty and have <i>not</i> requested Day Before Sick Time Off	Your steps are complete and the Request routes to your manager for approval.
You are Part-Time Faculty and have requested Day Before Sick or Unpaid Time Off	Continue to step 13.

13. You automatically receive a new Workday Inbox task to Review Documents for the Time Off Request.
14. Navigate to your Workday **Inbox**.
15. Locate and select the **Absence Request** task.

16. Carefully read all **Instructions**. You are required to download the form, complete the form, then attach the form to this task.
  - **Instructional PT Faculty** complete the *PT Instructional Faculty Requesting Short Term Leave* form.
  - **Non-Instructional PT Faculty** complete the *PT Counseling Faculty Requesting Short Term Disability* form.
17. Under the **Document** section, click the blue hyperlink to open the form. On the top-right corner of the screen, click the download icon to download the form. Save the form on your computer before completing it. Complete the form as instructed.
18. Return to the Inbox task in Workday.
19. Attach the form by clicking **Select Files** and selecting the applicable file(s) from your computer. If applicable, enter a **Comment** specifically for the attachment.
20. If applicable, enter a **Comment** for the overall task.
21. Click **Submit**.
 

**Note:** The request routes to your Manager for review and approval unless your time off type is Day Before Sick. If you selected Day Before Sick, the request routes to the ELR Leave Partner for review and approval, then to your Manager for review and approval. You can view the process status by navigating to your Workday Inbox Archive. Select the Leave Request task, then click **Process** to view the status. Once fully approved the process will state “Successfully Completed” and on your Absence Calendar will display in green.

### Cancel a Time Off Request

## Request Absence (Time Off or Leave) Workday Job Aid for Employees

1. From the Workday homepage, click the **Absence** application.
2. Under the Request column, click **Correct My Absence**.
3. On the calendar, locate and click on the applicable Time Off.

**Note:** Unapproved Time Off Requests will be displayed in your calendar in gray. Approved Time Off Requests will display in green.

4. Use the table below to determine your next step:

If...	Then...
The Time Off Request has been approved (green)	Change the <b>Quantity per Day</b> to zero (0) or <b>Delete</b> and click <b>Submit</b> . The task routes through approvals. Once approved, the Time Off is canceled.  <b>Note:</b> You can also delete the entire request without changing the quantity and submit for approval.
The Time Off Request has not been approved (grey)	Click <b>Cancel this Request</b> . Enter a <b>Comment</b> to describe why you are canceling the request. Click <b>Submit</b> . The Time Off is canceled.

request and submit a new request. Refer to the directions in the **Cancel a Time Off Request** and **Request Time Off** sections of this job aid. If the Time Off Request *has* been approved, follow the steps below.

**Note:** On your absence calendar, unapproved Time Off Requests will be displayed in in gray and approved Time Off Requests will display in green.

1. From the Workday homepage, click the **Absence** application.
2. Under the Request column, click **Correct My Absence**.
3. On the calendar, locate and click on the applicable Time Off.
4. Edit the request as needed. For example, update the **Type** and/or **Quantity Per Day**.
5. If applicable, enter a **Comment**.
6. Click **Submit**.

**Note:** The task routes to your manager to review and approve. Once approved, the Time Off is updated in Workday.

### Correct a Time Off Request

If the Time Off Request has *not* been approved, cancel the

**Request Leave**

- From the Workday homepage, click the **Absence** application.



- Under the Request column, click **Request Absence**.
- Select the applicable dates by using one of the following methods:
  - Select Date Range:** Click the Select Date Range button and select the applicable dates. Absences must include contiguous days (including Saturday and Sunday) to submit. Weekend days are not included in the overall Absence.
  - Calendar:** Navigate to the applicable month and click the dates you are requesting, click and drag on the calendar from the beginning date to the last day of your leave. Dates must be contiguous days (including Saturday and Sunday) to be able to submit. Towards the bottom left corner, click **Request Absence**.
- Click the **Type** field and select **Leave of Absence**.
- Click the applicable **Leave of Absence Type** from the menu.
 

**Note:** For descriptions of Leave Types, please refer to the Appendix of this job aid.
- Click **Next**.
 

**Note:** The Request Absence screen displays and includes the dates you have selected.
- Under the **Request** section, review the dates, type, and total days requested.

- Under the **Details** section, select the date of your last day of work prior to the leave.
- If the leave type is FML, a **Reason** field will display below the details section. This is required for FML leave types. Select the applicable reason.
- If applicable, enter a **Comment**.
- Skip the Attachments section. Attachments are not required on this step. After you submit, you receive a follow-up Workday Inbox task to complete and attach required paperwork.
- Click **Submit**.

**Important:** You automatically receive a Workday Inbox task to Review Absence Documents. The documents and instructions differ depending on the leave type you selected. Use the table below for reference and continue to step #13.

Requested Leave Type	Documents to Review/Complete
Professional Development	Professional Development Application
Sabbatical	Sabbatical Application
Short Term Disability (STD)	Short Term Disability Form
FMLA Leave or FMLA Military	FMLA Form(s)
Workers Compensation	Workers' Comp Form
Military	Leave for Military Duty
Voluntary Unpaid	Voluntary Unpaid Attachment

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13. Navigate to your **Workday Inbox**.
14. Locate and select the **Absence Request** task.
15. Carefully read all **Instructions**. The instructions will be different depending on the leave type requested and required documents needed. You are required to download the form(s), complete them, then attach the forms to this task.
16. Under the **Documents** section, click the blue hyperlink to open the applicable form(s). On the top-right corner of the screen, click the download icon to download the forms. Save the form on your computer before completing it. Complete the forms as instructed.
17. Return to the Inbox task in Workday.
18. Attach the form(s) by clicking **Select Files** and selecting the applicable file(s) from your computer. If applicable, enter a **Comment** specifically for the attachment.
19. Carefully read the **Signature Statement**.
20. Click the **I Agree** box.
21. If applicable, enter a **Comment** for the overall task.
22. Click **Submit**.

**Note:** The request routes through reviews and approvals based on the type of leave you selected. You can view the process status by navigating to your Workday Inbox Archive. Select the Leave Request task, then click **Process** to view the current status. Once fully approved, the process will state “Successfully Completed” and on your Absence Calendar will display in green.

### Correct a Leave Request

Approved Leave Requests cannot be corrected or cancelled by employees after approval, as it can be done with Time off. Only HR partners can correct an Approved Leave of Absence. If you need to make changes to an approved Leave Request, please contact [LeaveRequest@montgomerycollege.edu](mailto:LeaveRequest@montgomerycollege.edu).

### Cancel a Leave Request

Leave Requests that have not yet gone through all approvals can be canceled before final approval.

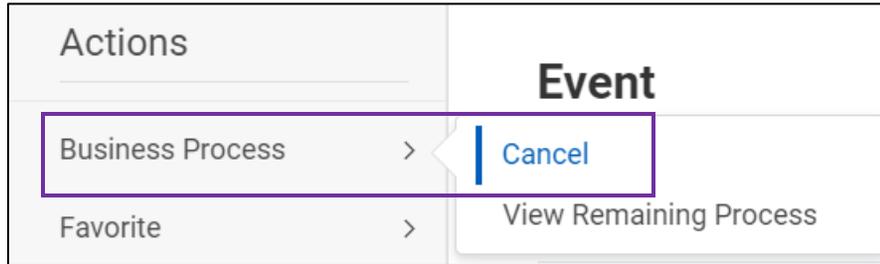
1. From the Workday homepage, click the **Absence** application.
2. Under the Request column, click **Correct My Absence**.
3. On the calendar, locate and click the Unapproved Leave request that you want to Cancel.
4. Locate the blue hyperlink titled **Absence Request** and hover the mouse to the right of the title to reveal the **Related Actions** icon. Click the orange **Related Actions** icon.

Type	FMLA Leave Unpaid
Reason	Other
Absence Event	<a href="#">Absence Request: Blake Reid</a> 

5. A new pop-up window displays.

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6. Click **Business Process** then click **Cancel**.



**Note:** The Leave Request is now canceled.

7. The **Cancel Business Process** screen displays.
8. Review the details.
9. A comment is required. Scroll down to the **Comment** box. Enter a comment to describe the reason you are canceling the Leave Request.
10. Click **Submit**.

**Appendix A: Time Off Types**

Use the table below for reference as needed. The Time Off Types available to you depend on your position. To view Leave types, scroll down to the next table or go to <https://www.montgomerycollege.edu/documents/policies-and-procedures/35003-leave-program.pdf>

Time Off Type	Employee Group(s)	Years of Service	Description
Advanced Sick Leave Time Off Faculty/Counselor	Faculty/Counselor		<p>Up to a maximum of 80 hours Advanced sick time off.</p> <p>Sick Time off is granted for personal illness, injury, and quarantine, as well as for medical, dental, or optical examinations and treatment. The leave policy permits use of sick leave for illness in the immediate family when the employee's presence is required.</p> <p>Upon recommendation of the employee's supervisor, an advancement to an employee of unearned sick time off with pay not to exceed the amount to be earned during the next succeeding twelve (12) months may be approved by the Chief Human Resources Officer or designee.</p>
Advanced Sick Leave Time Off Staff/Dept Chairs	Staff/ Department Chair		<p>Up to a maximum of 96 hours Advanced sick time off.</p> <p>Sick Time off is granted for personal illness, injury, and quarantine, as well as for medical, dental, or optical examinations and treatment. The leave policy permits use of sick leave for illness in the immediate family when the employee's presence is required.</p> <p>Upon recommendation of the employee's supervisor, an advancement to an employee of unearned sick Time off with pay not to exceed the amount to be earned during the next succeeding twelve (12) months may be approved by the Chief Human Resources</p>

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			Officer or designee.												
Annual Time Off - Dept. Chair Time Off	Department Chair		<p>Accruals are based on Employee years of service and FTE:</p> <table border="1"> <thead> <tr> <th>YOS</th> <th>Accrual</th> <th>Max Hours</th> </tr> </thead> <tbody> <tr> <td>0-3 Years</td> <td>4.61</td> <td>120</td> </tr> <tr> <td>3-15 Years</td> <td>6.15</td> <td>160</td> </tr> <tr> <td>15+ Years</td> <td>8.00</td> <td>208</td> </tr> </tbody> </table> <p>Notes: Annual Leave is prorated on years of service and FTE. Annual Time Off Rollover Date: July 01. Use or lose Max accrual by July 1 every year</p> <p>Annual Accrual (front loaded). Plan accrues at the beginning of fiscal year - July 1st each year.</p>	YOS	Accrual	Max Hours	0-3 Years	4.61	120	3-15 Years	6.15	160	15+ Years	8.00	208
YOS	Accrual	Max Hours													
0-3 Years	4.61	120													
3-15 Years	6.15	160													
15+ Years	8.00	208													
Annual Time Off - Staff/Administrator	Staff/Administrator		<p>Accruals are based on Employee years of service and FTE:</p> <table border="1"> <thead> <tr> <th>YOS</th> <th>Accrual</th> <th>Max Hours</th> </tr> </thead> <tbody> <tr> <td>0-3 Years</td> <td>4.61</td> <td>120</td> </tr> <tr> <td>3-15 Years</td> <td>6.15</td> <td>160</td> </tr> <tr> <td>15+ Years</td> <td>8.00</td> <td>208</td> </tr> </tbody> </table> <p>Notes: Annual Leave is prorated on years of service and FTE. Annual Time Off Rollover Date: January 01. Annual Time off Carry Over Limit based on Max hours accrued 120,160 or 208</p>	YOS	Accrual	Max Hours	0-3 Years	4.61	120	3-15 Years	6.15	160	15+ Years	8.00	208
YOS	Accrual	Max Hours													
0-3 Years	4.61	120													
3-15 Years	6.15	160													
15+ Years	8.00	208													
Annual Time Off- Staff/Administrator Payout Time Off	Staff/Administrator		<table border="1"> <thead> <tr> <th>YOS</th> <th>Max Accruals Hours</th> <th>Max Pay Out Hours</th> </tr> </thead> <tbody> <tr> <td></td> <td></td> <td></td> </tr> </tbody> </table>	YOS	Max Accruals Hours	Max Pay Out Hours									
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**Request Absence (Time Off or Leave)**  
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			<table border="1"> <tr> <td>0-3 Years</td> <td>120</td> <td>120</td> </tr> <tr> <td>3-15 Years</td> <td>160</td> <td>160</td> </tr> <tr> <td>15+ Years</td> <td>208</td> <td>208</td> </tr> </table> <p>NOTE: Effective January 1, 1997, an employee who leaves the service of the College prior to the completion of 30 calendar days of employment shall not be eligible to receive payment for annual leave earned during these first 30 days of employment</p>	0-3 Years	120	120	3-15 Years	160	160	15+ Years	208	208
0-3 Years	120	120										
3-15 Years	160	160										
15+ Years	208	208										
Bereavement Time Off	All Eligible Employees: Staff / Staff-Temp/ Chairs / Instructional and Non-Instructional Full-Time Faculty/ Instructional and Non-Instructional Part-Time Faculty/ Regular Part-Time Faculty/Temp with Benefits		<p>An eligible employee shall be entitled to absence with pay for five (5) work days, not to exceed 40 hours, in the case of the death of a member of the employee's immediate family. "Immediate family member" is defined as spouse; natural, foster, or stepchild; in-law; parent; step-parent; sibling; grandchild; grandparent; or member of the employee's immediate household. Time off need not be taken on consecutive days provided such leave is taken during the period between the date of death and the conclusion of the mourning period or date of burial.</p> <p><u>Bargaining unit employees should refer to their respective contracts for details.</u></p>									
Campus Closed Time Off	All Eligible Employees		<p>When a College closure is authorized for all employees of the College, or a major segment thereof, it shall apply to all affected employees who are on the payroll in a work status or who are on annual or sick leave. If such leave happens to fall on an employee's normal day off, it shall not apply for that employee.</p>									
Court Attendance Time Off	All Eligible Employees Staff /Administrators/ /Chair/ Temp with benefits/Full Time Faculty/ Part-time faculty/Regular Part-Time Faculty.		<p>An eligible employee who is subpoenaed as a court witness or who is called to serve on a jury may be granted court attendance leave for the period, he or she is required to be in court plus necessary travel time.</p>									

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<p>Day Before Sick and Safe Leave Time Off</p>	<p>Instructional Part Time Faculty</p>		<p>An Eligible employee is permitted to be absent from one (1) session of each course taught in a semester without penalty. Employees may request Day Before Sick and Safe Time off to cover their first absence.</p> <p>Note: an employee who is absent for more than one (1) session of a course taught in a semester may request, if hours available, Sick and Safe Time off to cover any other additional absences. If not Sick and Safe hours are available, employee should report Unpaid time off and they shall have the pro rata share of the amount paid for the session (s) deducted from his or her paid.</p>
<p>Earned Sick and Safe Leave Time Off</p>	<p>Part-Time credit and Non-Credit (WDCE) Faculty, Student Aides, Work-Study Students, and Short-Term Temporary Staff whose hours worked in a pay period <math>\geq</math> 24 hours (across all jobs)</p>		<p>The Maryland Healthy Working Families Act (MHWFA) establishes a uniform minimum sick and safe leave program. Under this program, sick leave is offered to eligible part-time credit and non-credit (WDCE) faculty, casual temporary staff, student aides and work-study students.</p> <p>All employees who regularly work at least 12 hours per week/24 hours per pay period are entitled to SSL.</p> <p>Eligible employees will accrue 1 hour of SSL for every 30 hours worked. Employees may accrue no more than 40 hours of SSL in a year/ carry over no more than 40 hours of accrued SSL/ accrue no more than 64 hours of SSL at any time/ use no more than 64 hours of SSL in a year</p>
<p>Enrichment Time Off</p>	<p>Staff/Department Chair/ Administrator</p>		

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			<table border="1"> <tr> <td><b>YOS</b></td> <td><b>Max Hours</b></td> </tr> <tr> <td>At time of employment</td> <td>8</td> </tr> </table> <p>Note: Enrichment Time off prorated based on FTE.                      Enrichment Time Off Rollover Date: July 1. Carry over Limit 0</p>	<b>YOS</b>	<b>Max Hours</b>	At time of employment	8
<b>YOS</b>	<b>Max Hours</b>						
At time of employment	8						
Intermittent FMLA Time Off	Benefits Eligible employees (Staff/Administrators/Chairs/ Instructional and Non-Instructional Faculty/Benefit Part Time Staff)	After one year of employment and worked a total of 1250 hours	<p>Leave Type used to give access to Intermittent FMLA Time Off. Under US legislation, workers are entitled to up to 12 weeks of FMLA in a 12-month period. FMLA may be taken as intermittent days, in which case FMLA Time Off should be requested.</p> <p>USA FMLA requires 1,250 hours worked in the last 12 months; use estimated Scheduled hours for the last 12 months as a validation for this leave request.</p> <p>You should request Intermittent FMLA Access Leave before being eligible to report Intermittent FMLA Time Off. Go to Appendix B and check for Intermittent FML Leave.</p>				
Leave for Professional Meetings Time Off	All Eligible Employees Staff /Administrators/ /Chair/ Temp with benefits/Full Time Faculty/ Part-time faculty/Regular Part-Time Faculty.		Time off for professional meetings is paid Time off granted for the purpose of attending off-campus professional meetings (e.g., conventions, conferences, or committees as participant or observer), participation in which requires distant travel or absence of one day or more. The term "Professional Meetings" also includes other college business which requires distant travel.				
Partial Short-term Disability 50% Time Off	Benefit Eligible Employees (Staff/Administrators/Chairs/ Instructional and Non-		Employees who are approved to work partial hours and approved partial disability hours. Also, Partial STD will apply to those. Employees must enter Time for the work				

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	Instructional Faculty/Benefit Part Time Staff) with 6 months to 3 years of Service		hours and enter Time off, Partial Short-Term Disability for the number of disability (non-worked) hours.				
Partial Short-Term Disability 60% Time Off	Benefit Eligible Employees (Staff/Administrators/Chairs/ Instructional and Non-Instructional Faculty/Benefit Part Time Staff) with 3 years to 10 year of Service		Employees who are approved to work partial hours and approved partial disability hours. Also, Partial STD will apply to those. Employees must enter Time for the work hours and enter Time off, Partial Short-Term Disability for the number of disability (non-worked) hours.				
Partial Short-term Disability 80% Time Off	Benefit Eligible Employees (Staff/Administrators/Chairs/ Instructional and Non-Instructional Faculty/Benefit Part Time Staff) with 10 or more years of Service		Employees who are approved to work partial hours and approved partial disability hours. Also, Partial STD will apply to those. Employees must enter Time for the work hours and enter Time off, Partial Short-Term Disability for the number of disability (non-worked) hours.				
Personal Time Off – Faculty/Counselor Time Off	Instructional Full Time Faculty/ Non-Instructional Full Time Faculty		<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;">YOS</th> <th style="text-align: center;">Max Hours</th> </tr> </thead> <tbody> <tr> <td>At time of employment</td> <td style="text-align: center;">24</td> </tr> </tbody> </table> <p>Notes: Personal Leave is prorated based on EE FTE            Personal Time Off Rollover Date: Beginning of Academic Year. Carry over Limit 0</p> <p>Personal Time off will be granted for the purpose of allowing the employee to attend to special personal obligations such as major religious observances, settlement on the sale or purchase of property, appearance in court other than for a staff member who is subpoenaed as a court witness or who is called to serve on a jury, lawyer appointments, or for other important personal unplanned</p>	YOS	Max Hours	At time of employment	24
YOS	Max Hours						
At time of employment	24						

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			crises or emergencies involving family members or personal property						
Personal Time Off - Regular PT Faculty Time Off	Regular PTF		<table border="1"> <thead> <tr> <th>YOS</th> <th>Max Hours</th> </tr> </thead> <tbody> <tr> <td>At time of employment</td> <td>12</td> </tr> </tbody> </table> <p>Notes: Personal Leave is prorated based on EE FTE            Personal Time Off Rollover Date: Beginning of Academic Year. Carry over Limit 0</p> <p>Personal Time off will be granted for the purpose of allowing the employee to attend to special personal obligations such as major religious observances, settlement on the sale or purchase of property, appearance in court other than for a staff member who is subpoenaed as a court witness or who is called to serve on a jury, lawyer appointments, or for other important personal unplanned crises or emergencies involving family members or personal property.</p>	YOS	Max Hours	At time of employment	12		
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Personal Time Off - Staff/Dept. Chair/Administrator Time Off	Staff/Department Chair/Administrator		<table border="1"> <thead> <tr> <th>YOS</th> <th>Accrual</th> <th>Max Hours</th> </tr> </thead> <tbody> <tr> <td>At time of employment</td> <td>24</td> <td>24</td> </tr> </tbody> </table> <p>Note: Personal Leave is prorated based on FTE. Personal Time Off Rollover Date: January 01. Carry over Limit 0</p> <p>Personal Time off will be granted for the purpose of allowing the employee to attend to special personal obligations such as major religious observances, settlement on the sale or purchase of property, appearance in court other than for a staff member who is subpoenaed as a court witness or who is called to serve on a jury, lawyer appointments, or for other important personal unplanned crises or emergencies involving family members or personal property</p>	YOS	Accrual	Max Hours	At time of employment	24	24
YOS	Accrual	Max Hours							
At time of employment	24	24							
Professional Day Time	Part-time Faculty		An employee is entitled to paid for a maximum of one work day in connection to the attendance to a professional						

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Off			development activity.															
Professional Meetings Time Off	Full Time Faculty		Requests for professional meeting time off shall be submitted to the unit coordinator/first-line administrator. The first-line administrator shall approve or disapprove all requests for professional meeting leave.															
Recess Days Time Off	Non-Instructional FT Faculty		Frontloaded accrual based on YOS. <b>1-3 yos = 88 hours, 4 -14 yos = 120 hours, 15+ yos = 152 hours</b>  FTF Can keep 8 hours of recess leave if they are scheduled to work 15 or more days during summer  Note: Faculty leave is subject to the provisions of the applicable negotiated agreements															
Sick Time Off Instructional Full Time Faculty/ Non-Instructional Full Time Faculty Time Off	Instructional Full Time Faculty/ Non-Instructional Full Time Faculty/One Semester FT Faculty		<table border="1"> <thead> <tr> <th>YOS</th> <th>Accrual</th> <th>Max Hours</th> </tr> </thead> <tbody> <tr> <td>0 - 14 days or At time of employment</td> <td>80</td> <td>80</td> </tr> <tr> <td>3 - 6 ESH or a 15 - 29 days assignment in Summer</td> <td>88</td> <td>88</td> </tr> <tr> <td>6 or more ESH or a 30+ days assignment in Summer</td> <td>96</td> <td>96</td> </tr> <tr> <td>One Semester FT Faculty</td> <td>40</td> <td>40</td> </tr> </tbody> </table> <p>Note: Rollover Date Beginning of Academic Year. Sick Time Off Carry Over Limit Unlimited. Maximum Paid out 0</p> <p>Note: 25% of sick leave will be paid out to employees hired prior to fiscal 88-89</p> <p>Note: One Semester Full-Time Faculty beginning in the Spring will receive accrual at the beginning of Spring semester</p> <p>Note: leave is accrued based on teaching schedules, as outlined in the collective bargaining agreement.</p>	YOS	Accrual	Max Hours	0 - 14 days or At time of employment	80	80	3 - 6 ESH or a 15 - 29 days assignment in Summer	88	88	6 or more ESH or a 30+ days assignment in Summer	96	96	One Semester FT Faculty	40	40
YOS	Accrual	Max Hours																
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Sick Time Off - Regular PT Faculty Time Off	Regular PTF		<table border="1"> <thead> <tr> <th>YOS</th> <th>Max Hours</th> </tr> </thead> <tbody> <tr> <td></td> <td></td> </tr> </tbody> </table>	YOS	Max Hours													
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			<table border="1"> <tr> <td>At time of employment</td> <td>40</td> </tr> </table> <p>Notes: Sick Time off is prorated based on EE FTE Rollover Date Beginning of Academic Year. Sick Time Off Carry Over Limit Unlimited. Maximum Paid out 0</p>	At time of employment	40				
At time of employment	40								
Sick Time Off - Staff/Dept. Chair/Administrator Time Off	Staff/Department Chair/Administrator		<table border="1"> <thead> <tr> <th>YOS</th> <th>Accrual per pay period</th> <th>Max Hours accrued per year</th> </tr> </thead> <tbody> <tr> <td>At time of employment</td> <td>3.69</td> <td>96</td> </tr> </tbody> </table> <p>Note: Rollover Date Ongoing accrual. Sick Time Off Carry Over Limit Unlimited. Maximum Paid out 0</p> <p>Note: 25% of sick leave will be paid out to employees hired prior to 1/1/1993 (Staff &amp; Administrators)</p>	YOS	Accrual per pay period	Max Hours accrued per year	At time of employment	3.69	96
YOS	Accrual per pay period	Max Hours accrued per year							
At time of employment	3.69	96							
Unpaid Time Off	All Eligible Employees All Eligible Employees Staff /Administrators/ /Chair/ Temp with benefits/Full Time Faculty/ Part-time Faculty/Regular Part-Time Faculty.		<p>If not paid Time off is available, and employees needs to be absent, he or she may request up to five days of Unpaid Time off to cover the absence. Request must be submitted and approve by the supervisor.</p>						

**Appendix B: Leave of Absence Types**

Use the table below for reference as needed. The Leave of Absence Types available to you depend on your position and years of service.

Time Off Type	Employee Group(s)	Years of Service	Description
Administrative Leave - Involuntary (Paid)	All Employees	At time of employment	College employees may be granted paid leave when the safety, health, or general welfare of the employee is in danger or when such leave is deemed to be in the best interest of the College. Administrative leave may be granted on either an institution-wide basis or to selected segments of the staff of the College as follows:  <ol style="list-style-type: none"> <li>1. When conditions justify administrative leave on an institution-wide, campus or central office basis, the President (or designee) authorizes such leave.</li> <li>2. When conditions justify granting administrative leave to only selected offices or personnel of the College staff, such authorization shall be made by the Vice President of Human Resources, Development, and Engagement or designee upon the recommendation of the appropriate administrator for the organizational unit involved.</li> </ol>
Administrative Leave - Involuntary (Unpaid)	All Employees	At time of employment	Leave type for when worker is placed on an administrative leave and should not receive Pay
Administrative Leave - Voluntary (Paid)	Eligible Benefit Employees (Staff/Administrator/Chairs)/ Employee has been in the service of the College for at least four (4) consecutive years	At time of employment	Personnel development leave authorized and assigned an administrative, associate, or support staff employee to benefit the College. Extended administrative leave is defined as that type of personnel development leave authorized and assigned an administrative, associate, or support staff employee to benefit the College. College personnel are placed on extended administrative leave only to acquire a set of skills or specific knowledge required for the operation of the College. Placement of an individual on such leave, and the financial arrangements, therefore, must be approved by the President. Extended administrative leave will not be used when other

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			methods such as independent or self-programmed study or educational (tuition) assistance will provide the skill needed in the time frame involved. When the criteria for the Educational Assistance Program are met, the program may be used in conjunction with extended administrative leave, with the approval of the President.
Administrative Leave - Voluntary (Unpaid)	Eligible Benefit Employees	At time of employment	If employee wants to request 6 or more days of docked pay. All other leave without pay in excess of five consecutive working days may be granted in accordance with the provisions of the Federal Family and Medical Leave Act,
Partial Short Term Disability Leave Access	Benefit Eligible Employees (Staff/Administrators/Chairs/ Instructional and Non-Instructional Faculty/Benefit Part Time Staff)		Employees who request STD leave but has credited sick time off available, will need to apply first for Partial Short Term Disability Leave access until all accrued sick time off is exhausted. After all sick time off have been exhausted. Employees have to report sick time off hours.  Also, Partial STD will apply to those Employees that are approved Partial Disability, some Regular hours, and some unworked hours under disability leave. In this situation, employees needs to enter Time hours worked and the STD Time Off hours.
Professional Development Leave (100%)	Staff/Administrators/Chairs who have served continuously at the College for at least three years without paid professional leave.		Leave type for when worker has been excused for 6 months of Professional Development Leave for 100% of their pay.  Professional development leave for administrative, associate, and support staff will normally be granted for a period of three months or one semester and will be at full pay
Professional Development Leave (50%)	Staff/Administrators/Chairs who have served continuously at the College for at least three years without paid professional		Leave Type for when workers are excused for Professional development leave for 12 months at 50% pay.  Professional development leave for administrative, associate, and support staff will normally be granted for a period of 12

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	leave.		months and will be at 50% pay
Sabbatical Leave (100%)	<b>Full Time Faculty</b> member who has completed <b>fourteen (14) full academic semesters</b> during which the faculty member has not been granted previous sabbatical leave		<p>Leave for when Full Time Faculty are off for 6 months of sabbatical at full 100% pay.</p> <p>All requests for sabbatical leave are evaluated for consistency with the approved goals and objectives of the department/unit, campus, and College, and with respect to the manner in which the program to be undertaken will benefit the College, the students, and the professional development of the individual</p> <p>Note: Sabbatical leave applications will be available beginning each August</p>
Sabbatical Leave (50%)	<b>Faculty</b> member who has completed <b>fourteen (14) full academic semesters</b> during which the faculty member has not been granted previous sabbatical leave		<p>Leave Type for when a Full Time Faculty are on Sabbatical for 12 months at 50% pay.</p> <p>All requests for sabbatical leave are evaluated for consistency with the approved goals and objectives of the department/unit, campus, and College, and with respect to the manner in which the program to be undertaken will benefit the College, the students, and the professional development of the individual</p> <p>Note: Sabbatical leave applications will be available beginning each August</p>
Short Term Disability Leave (50%)	Benefit Eligible Employees (Staff/Administrators/Chairs/Instructional and Non-Instructional Faculty/Benefit Part Time Staff) with 6 months to 3 year of Service		<p>Leave type for STD paid at 50% rate.</p> <p>A staff employee who works at least half-time with regular status (as opposed to temporary status) in a budgeted position on a continuing basis; who has completed at least six months of continuous service with the College or an employee who works at least half-time in a temporary-with-benefits position and has been employed at the College for at least six (6) months but less than three (3) consecutive years; who is completely unable to work of a sickness or accident not compensable under the Workers' Compensation law; and who</p>

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			<p>has exhausted all credited leave (at the employee’s discretion and upon approval of the employee’s immediate supervisor, an employee may request the use of advanced sick leave between the exhaustion of all accrued sick leave and the commencement of disability leave. This request must be made and approved prior to the commencement of Disability Leave and is a nonrevocable decision for that period of disability)., shall be entitled to leave, commencing on the first day after the exhaustion of sick leave and continuing to the first anniversary of the date he/she was first unable to work of such disability. A staff employee shall be remunerated for the period of this leave in an amount equal to a 50% percentage of the staff employee’s salary,</p>
<p>Short Term Disability Leave (60%)</p>	<p>Benefit Eligible Employees (Staff/Administrators/Chairs/ Instructional and Non-Instructional Faculty/Benefit Part Time Staff) with 3 year to 10 year of Service</p>		<p>Leave type for STD that is paid at 60%.</p> <p>A staff employee who works at least half-time with regular status (as opposed to temporary status) in a budgeted position on a continuing basis; who has completed at least six months of continuous service with the College or an employee who works at least half-time in a temporary-with-benefits position and has been employed at the College for three (3) consecutive years but less than ten (10) consecutive years; who is completely unable to work of a sickness or accident not compensable under the Workers’ Compensation law; and who has exhausted all credited leave (at the employee’s discretion and upon approval of the employee’s immediate supervisor, an employee may request the use of advanced sick leave between the exhaustion of all accrued sick leave and the commencement of disability leave. This request must be made and approved prior to the commencement of Disability Leave and is a nonrevocable decision for that period of disability)., shall be entitled to leave, commencing on the first day after the exhaustion of sick leave and continuing to the first anniversary</p>

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			<p>of the date he/she was first unable to work of such disability. A staff employee shall be remunerated for the period of this leave in an amount equal to a 60% percentage of the staff employee's salary,</p>
<p>Short Term Disability Leave (80%)</p>	<p>Benefit Eligible Employees (Staff/Administrators/Chairs/Instructional and Non-Instructional Faculty/Benefit Part Time Staff) with 10 or more years of Service</p>		<p>Leave type for STD when it is paid at 80%.</p> <p>A staff employee who works at least half-time with regular status (as opposed to temporary status) in a budgeted position on a continuing basis; who has completed at least six months of continuous service with the College or an employee who works at least half-time in a temporary-with-benefits position and has been employed at the College for three 10 or more consecutive years ; who is completely unable to work of a sickness or accident not compensable under the Workers' Compensation law; and who has exhausted all credited leave (at the employee's discretion and upon approval of the employee's immediate supervisor, an employee may request the use of advanced sick leave between the exhaustion of all accrued sick leave and the commencement of disability leave. This request must be made and approved prior to the commencement of Disability Leave and is a nonrevocable decision for that period of disability)., shall be entitled to leave, commencing on the first day after the exhaustion of sick leave and continuing to the first anniversary of the date he/she was first unable to work of such disability. A staff employee shall be remunerated for the period of this leave in an amount equal to an 80% percentage of the staff employee's salary,</p>

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Annual Military Reserve Training Leave	All Employees		An eligible employee who is a member of the National Guard or of the United States Armed Forces Reserves may be granted special leave with pay for training purposes not to exceed 15 calendar days in any 12-month period when required by federal or state order. In addition, such leave with pay as may be required may be granted to an employee when his or her reserve unit is activated by federal or state order in the event of a civil disturbance or other emergency
Extended Military Service Leave	Benefits Eligible employees (Staff/Administrators/Chairs/ Instructional and Non-Instructional Faculty/Benefit Part Time Staff)		Leave type for when a worker is deployed for Military Service.
FMLA Leave Paid	Benefits Eligible employees (Staff/Administrators/Chairs/ Instructional and Non-Instructional Faculty/Benefit Part Time Staff)	After one year of employment and worked a total of 1250 hours	<p>Under US legislation, workers are entitled to 12 weeks of Unpaid FMLA in a 12-month period. Paid FMLA may be taken as a block leave, in which case Paid FMLA continuous Leave should be requested, and in which case Paid Time Off should be reported/used concurrently (Sick/Annual/Per) up to 12 weeks</p> <p>USA FMLA requires 1,250 hours worked in the last 12 months, use estimated Scheduled hours for the last 12 months as a validation for this leave request.</p> <p>The actual number of days per year will depend on the number of days a worker works per week, it should be noted that this FMLA configuration is for workers who work 5 days per week, Monday to Friday.</p> <p>Select FML Paid if you are reporting/using paid Time off concurrently with you FML Leave. (Report Sick, Annual or Personal time off concurrently)</p>
FMLA Leave Unpaid	Benefits Eligible employees (Staff/Administrators/Chairs/ Instructional and Non-	After one year of employment and worked a total of	Under US legislation, workers are entitled to 12 weeks of Unpaid FMLA in a 12-month period. Unpaid FMLA may be taken as a block leave – Continuous 12 unpaid weeks, in

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	Instructional Faculty/Benefit Part Time Staff)	1250 hours	<p>which case FMLA Unpaid Leave should be requested, USA FMLA requires 1,250 hours worked in the last 12 months, use estimated Scheduled hours for the last 12 months as a validation for this leave request.</p> <p>The actual number of days per year will depend on the number of days a worker works per week, it should be noted that this FMLA configuration is for workers who work 5 days per week, Monday to Friday.</p> <p>Select FML Unpaid if you are NOT using any Time off concurrently with you FML Leave.</p>
FMLA Military Leave	Benefits Eligible employees (Staff/Administrators/Chairs/ Instructional and Non-Instructional Faculty/Benefit Part Time Staff)	After one year of employment and worked a total of 1250 hours	Leave Type used for FMLA related to taking care of a Military service member. Under US legislation, workers are entitled to up to 26 weeks of Unpaid Military FMLA in a 12-month period.
Intermittent FMLA Access Leave	Benefits Eligible employees (Staff/Administrators/Chairs/ Instructional and Non-Instructional Faculty/Benefit Part Time Staff)	After one year of employment and worked a total of 1250 hours	<p>Leave Type used to give access to Intermittent FMLA Time Off. Under US legislation, workers are entitled to 12 weeks of Unpaid FMLA in a 12-month period. FMLA may be taken as intermittent days, in which case FMLA Time Off should be requested.</p> <p>USA FMLA requires 1,250 hours worked in the last 12 months, use estimated Scheduled hours for the last 12 months as a validation for this leave request.</p> <p>The actual number of days per year will depend on the number of days a worker works per week, it should be noted that this FMLA configuration is for workers who work 5 days per week, Monday to Friday.</p>
Workers Compensation (100%)	All Employees	At time of employment	Leave Type for Worker's Compensation paid at 100%. Treatment by Designated Provider

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			<p>An employee who is completely unable to work on account of a sickness or accident compensable under the Workers' Compensation law, who is treated for such disability by a health care provider other than a College designated Workers' Compensation provider, shall be entitled to leave, commencing on the first day he/she is unable to work because of such disability and continuing to the first anniversary of such date. A staff employee eligible for leave under this paragraph shall be remunerated because of such sickness or accident in accordance with the Workers' Compensation law.</p>
<p>Workers Compensation (66 2/3%)</p>	<p>All Employees</p>	<p>At time of employment</p>	<p>Leave Type for Worker's Compensation that is paid at 66 2/3%. Treatment by Other Than Designated Provider</p> <p>An employee who is completely unable to work on account of a sickness or accident compensable under the Workers' Compensation law, who is treated for such disability by a health care provider other than a College designated Workers' Compensation provider, shall be entitled to leave, commencing on the first day he/she is unable to work because of such disability and continuing to the first anniversary of such date. A staff employee eligible for leave under this paragraph shall be remunerated because of such sickness or accident in accordance with the Workers' Compensation law</p>