



LEAVE REQUEST FORM

With the exception of Sick Leave, All Leave must be Approved in Advance by the President or designee.

SICK LEAVE: Sick leave benefits will be granted only for the following reasons as adopted by resolutions of the State Board of Education. After five (5) days of absence due to illness, within a thirty (30) calendar-day period, the President or designee may require that an employee furnish a medical certificate by a qualified physician acceptable to the institution. This is to be done at the expense of the employee. Sick leave accrual is unlimited. Accumulated sick leave is used as retirement credit at retirement.

(A) Personal illness or doctor's quarantine; (B) Routine physical examinations, dental appointment, eye examinations, etc.; (C) Personal injury which incapacitates the employee; (D) Attendance on an ill member of the immediate family of the employee or on an individual with a close personal tie to the employee; (E) Death of a member of the family of the employee; (F) Illness, injury or death of an individual not legally related to but having a unique relationship with the employee; (G) Persons on maternity leave will be paid for earned sick leave on request.

EMERGENCY LEAVE: In a situation where annual and sick leave have been exhausted, the president or an immediate supervisor may approve emergency leave to an employee up to a maximum of three days per year. In general, an emergency is an unforeseen circumstance which requires immediate action by an employee. Emergency leave will not be paid on termination or resignation of employment.

PERSONAL LEAVE: Up to two (2) days of personal leave with pay will be granted to personnel employed on Salary Schedules A, B, C, E, and H (on a pro-rata basis) during any leave year. Up to five (5) days of personal leave with pay will be granted to each full-time employee on Salary Schedule D. Personal leave is noncumulative. A reason for personal leave is not required. However, personal leave with pay shall be requested prior to its occurrence. Personal leave will not be paid on resignation or termination of employment.

ANNUAL LEAVE: Employees eligible to accrue annual leave are those compensated from Salary Schedules A, B, C, E, and H. A maximum of 60 days of annual leave may be accrued and carried forward into each September. Earned annual leave may be taken at appropriate times as approved in advance by the President or designee. Annual leave may exceed 60 days during a year; however, annual leave exceeding 60 days earned but not taken by September 1 is forfeited. Annual leave will be paid on resignation or termination of employment.

COMPENSATORY LEAVE: All personnel at Coastal Alabama Community College are expected to perform the duties of their positions during regularly scheduled work hours. On occasion it is necessary for employees to work additional hours to perform their duties. In some instances employees may receive leave to compensate for extra work hours worked. Guidelines are stated in the State Policy Manual.

COURT ATTENDANCE: Employees who are required by a court to attend such court in the capacity of jurors or witnesses under subpoena will be granted special leave with pay to attend such court. On receipt of a summons for court attendance, the employee will submit a Request for Leave form with a copy of the summons attached. This form, once approved, will be retained in the office of the immediate supervisor until the employee has discharged his/her obligation. Personnel summoned for court attendance and subsequently released are expected to return to work.

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THE LEAVE YEAR IS FROM SEPTEMBER 1 THROUGH AUGUST 31.
REFER TO THE STATE POLICY MANUAL FOR OTHER TYPES OF LEAVE.

Date: _____ Employee #: _____

Employee Name: _____ Type of Leave: _____

Date(s) of Absence: Beginning: _____ Ending: _____ Number of Hours: _____

Reason: _____

Employee Signature: _____ Arrangement for Classes: _____

Approved: _____
Supervisor Administrator

ATTACH APPROVED FORM TO TIMESHEET

09/19/2019
Business Office