Leave Procedure	Procedure Number	6.6.1P
	Effective Date	1/24/2024

1.0 PURPOSE

In accordance with Policy 6.6 Leave, the purpose of this procedure is to provide the parameters and detailed information pertaining to the distinct types of paid and unpaid leave afforded to employees of Laramie County Community College (LCCC).

2.0 REVISION HISTORY

Adopted on: (This procedure replaces Policy and Procedure 4400, dated 01/03/1989) Revised on: 5/18/21, 11/10/21, 1/24/24.

3.0 PERSONS AFFECTED

Employees holding regular full-time positions that are eligible for paid and unpaid leave are affected by this procedure. Part-time employees may be eligible for FMLA.

4.0 DEFINITIONS

A. *Administrative Leave* - Administrative leave is used to protect the safety of students and employees or maintain the integrity of an investigation. This leave is granted only by the President or Vice President of Human Resources for situations where other leave categories are not appropriate. Administrative Leave is usually paid.
B. *Bereavement Leave* – Leave granted to employees upon the death of a family member.
C. *Closure Pay* – Paid leave granted in association with a campus-wide or area closure.
D. *Compensatory Time Taken* - Time taken (leave) from compensatory time earned in accordance with Procedure 6.11.1P.
E. *Consulting Leave* – Leave granted to employees for consulting with private sector organizations or businesses.
F. *Donated Leave* – Leave donated from one employee to another employee for a serious medical condition.
G. *Education Release* – Leave taken when an employee has a supervisor approved education plan.
H. *Emergency Approval* – Supervisors may verbally approve use of vacation or sick leave in the case of extreme extenuating circumstances. Documentation and entry into the timekeeping system must be completed within 24 hours.
I. *Exempt Employee* – In accordance with the Fair Labor Standards Act (FLSA), an exempt employee is not eligible to receive overtime pay and is excluded from minimum wage requirements. One of the main differences between exempt employees and non-exempt employees is that exempt employees receive a salary for the work they perform.
J. *Family Medical Leave Act (FMLA)* - Federal job-protection for leave taken when an employee has an HR approved FMLA plan(s) in place.

K. *Holiday Leave* – Leave granted for recognized holidays as determined annually by the college.

L. *Jury Duty* – Leave granted to serve on a jury or court ordered appearance with a subpoena or summons. Summons and/or subpoena must be provided to HR.

M. *Leave Without Pay* – Leave granted without pay for employees without sufficient leave balances to cover the absence. Prior approval required by supervisor and Human Resources.

N. *Military Leave* – Leave granted for active duty or reserve component military service.

O. *Non-Exempt Employee* - In accordance with the Fair Labor Standards Act (FLSA), a nonexempt employee earns an hourly wage and is eligible for overtime pay. Once a nonexempt employee works over 40 hours in a work week (Sunday through Saturday), their employer must pay them overtime at 1.5 times their hourly rate.

P. *Obligated Leave* – Used for voting and for award of a day off by the President. Leave granted for exercising the right to vote during primary and general elections at the local, state, and national level.

Q. *Personal/Wellness Leave* - Leave granted to tend to personal/wellness matters.

R. *Professional Leave* – Leave granted for professional development or attendance at professional meetings/conferences.

S. *Public Service Leave* – Leave granted for serving in an official elected role at the local, regional, or state level.

T. *Regular positions* – Positions for which the College has a routine and on-going need. The anticipated duration of institutional need for regular positions is more than six consecutive (6) months.

U. *Sabbatical Leave* – Leave granted to employees to continue their professional growth through academic, scholarly, and professional endeavors that will enhance the service of the employee and benefit the students at the college.

V. *Short-term Disability* – Leave used when an employee is out due to a short-term disability. This is only available if the employee has elected Short Term Disability coverage as an optional benefit. Reference EGI's coverage form for further details.

W. *Sick Leave* – Leave associated with an employee's own health condition, or to care for an employee's family member with a health condition.

X. *Suspension* – Leave entered in association with a conduct or discipline action. This Leave can be paid or unpaid.

Y. *Vacation Leave* – Leave generally used for time away from work for rest, relaxation, travel handling personal matters and other planned reasons.

Z. *Winter Break* - Closure of all LCCC campuses for the working days that fall after the recognized Christmas holiday and before the recognized New Years Eve holiday.

AA. *Workers' Compensation Leave* – Leave required when an employee is out of work due to a worker's compensation related injury.

5.0 PROCEDURES

A. Introduction

Regular, full-time benefitted employees are eligible for leave in accordance with the assigned employment category.

For all leave outlined within this procedure, other than emergencies, employees must request leave and receive appropriate approval **prior** to the occurrence of the leave time. All leave must be requested through the Supervisor and entered in the timekeeping system. Normal office call-in procedures will be used for emergency situations. Employees must accrue leave before it can be requested.

The President or Human Resources may require the employee to provide specific evidence to support the leave request.

There are two classifications of employee under the Federal Labor Standards Act – non-exempt employees and exempt employees.

Non-Exempt Employees: Non-exempt employees are paid for all hours worked, and they must be paid time-and-a-half (or allowed comp time at the same rate) for any hours over 40 worked in a work week. If a non-exempt employee is absent, they are not paid, unless it is approved leave.

Exempt Employees: Per Federal Standards Labor Act (FLSA) rules, exempt employees are exempt from being eligible for overtime pay for hours worked over 40 in a work week as defined by the employer. Exempt employees are not paid based on the hours clocked and they are not paid for working more than 40 hours in a workweek. Thus, an exempt employee may work more or less than 40 hours in a workweek and be paid the same. It is generally recognized however, that exempt employees, based on the responsibility/workload, etc., work over 40 hours in a week. They may work longer than eight-hour days on a somewhat regular basis; they may be expected to be available after hours and weekends. Exempt employees are not eligible for compensatory leave for time worked more than 40 hours per week.

LCCC employees are expected to be available to all colleagues during core operating hours unless there is a justifiable absence or an Alternative Work Arrangement in place. If an exempt employee is absent, they must follow protocol, or the absences may be disciplinable. Supervisors must look at core operating hours, work product, and customer requirements for a position before approving leave. As a practice, LCCC requires that exempt employees take paid leave when they are gone in four- and eight-hour increments. Based on this practice, exempt employees only need to record leave in the timekeeping system in four- or eight-hour increments, i.e. they must record half and full days missed.

B. Types of Leave

1) Administrative Leave -

a) Administrative leave is granted by the President or Human Resources
b) An employee may be placed on administrative leave for a myriad of reasons; representative reasons include the need to protect the safety of any employee or student, to maintain integrity during an investigation, or under other circumstance that LCCC deems appropriate. An employee on Administrative Leave will

be paid consistent with federal, state, and local wage-and-hour employment law. The necessity for Administrative Leave will be determined by Human Resources.

2) Bereavement Leave –

a) Regular employees are granted bereavement leave, without loss of salary or other benefits, for each incident or family member due to death in the immediate family, or any member of the immediate household who is living with and is considered a part of the family. Conditions for using bereavement leave are as follows: Immediate family is defined as a relative within the third degree of consanguinity (blood relative) or affinity (related by marriage).

i) First degree: spouse, child, parent, sibling; step or in-law. Up to five (5) days allowed for each incident.

ii) Second degree: grandparent, grandchild, aunt, uncle, niece, or nephew; step or in-law. Up to three (3) days allowed for each incident.

iii) Third degree: first cousin, great grandparent, great aunt/uncle, great grandchild; step or in-law. One (1) day allowed for each incident.

b) Bereavement leave does not need to be taken in consecutive days.

c) With approval from their direct supervisor or appropriate cabinet member and Human Resources, employees may request up to ten (10) days of accrued sick leave to extend their bereavement.

d) LCCC reserves the right to request verification of the relationship as may be deemed necessary.

3) Closure Pay –

a) There may be emergent circumstances that arise from time to time in which it is in the best interests of employees, students, and community members for either a Collegewide closure and/or a specific campus location to close and cease any and all operational activity. There may also be times when either specific community activities and/or other unique events occur for which the President believes it appropriate to close College-wide or close the impacted location.

i. Examples of an emergent circumstance, include but are not limited to severe inclement weather in which travel to and from a location is impossible or even prohibited (e.g. the Wyoming Department of Transportation has closed access roads), a safety issue such as a gas leak, chemical leak, or the like.

ii. ii) Examples of a specific community activity or unique event, include but are not limited to a community-wide mass casualty exercise, or a candidate for the Presidency of the United States visit hosted on the LCCC Cheyenne campus.

b) Only the President or their designee has the authority to implement a college-wide closure.

c) In the case of a college-wide closure, employees may receive “Closure Pay” for hours they may have been scheduled to report to work and engage in operational activities.

Only employees who were scheduled to report to work during the time of the Collegewide closure will be eligible for "Closure Pay" consideration. Employees who were not expected to report to work due to a pre-approved or otherwise scheduled leave/absence, or are not scheduled to work, are not eligible for "Closure Pay" consideration.

d) The President or their designee has the discretion to determine the duration and specific time period that will be considered covered under a designated closure and the resulting applicable "Closure Pay" allotted for that specific instance.

e) If an emergent circumstance or special event occurs that only impacts a specific campus and/or a specific work location/portion of a campus, the Cabinet representative may recommend to the President or their designee that the specifically impacted location be closed and cease all operational activities. If the President approves a location-specific closure, employees impacted may be eligible for "Closure Pay" as described above.

f) During periods of inclement weather, if a work location is open and operational activities are available, employees are expected to report to work as scheduled, or communicate directly with their immediate supervisor regarding a delayed start time. If an employee believes traveling to a designated work location to be unsafe and/or if the specific roads they must travel are closed, the employee should communicate directly with their supervisor to charge the time they are scheduled to work as vacation leave or personal leave, if unable to work remotely.

g) Guidance for when LCCC is closed due to an emergent situation:
    i. When the College, or a specific campus of LCCC, is closed, all related operations, including instruction, will cease.
    ii. Classified (hourly, FLSA non-exempt) employees will receive "Closure Pay" for the hours they would have normally worked.,
    iii. Classified (hourly, FLSA non-exempt) employees who are <u>required</u> to report to campus during closures to work shall receive a wage differential of 1.5 times their current hourly wage.
    iv. Administrative, managerial, faculty managerial, and professional employees, along with faculty, should anticipate technology needs when possible and take home the appropriate equipment, materials, and resources during anticipated emergent closures to be prepared for potential extended closures.
    v. If the situation necessitates the College, or a specific campus of LCCC, to remain closed beyond two business days, the following expectations for reporting or remote work will be deployed:
        a. Classified Staff – Generally, classified (hourly, FLSA non-exempt) employees who are not required to report to campus, will not have work expectations and will continue to receive "Closure Pay." In some certain, specific instances, classified employee(s) may be required to work remotely to ensure continuity of operations. Supervisors will work with identified classified employees to make them aware of their responsibilities if a campus closure extends past two business days.

b. Instructional Faculty - Faculty (including faculty managerial) will be asked to shift to online instruction, communicating with students via the Learning Management System. This is not an opportunity to add additional coursework for students to complete (however, assignments may be altered to fit an online format) but to assist them with existing assignments/projects to maintain the coursework schedule. Faculty should remain aware that not all students will have reliable internet connections and may have distractions at home and should work with students as much as possible to mitigate concerns.
c. All Other Employee Classifications – Administrator, professional, faculty managerial, and managerial staff may be expected to work remotely to resume campus operations. These employees will be asked to work with their supervisor to identify the work priorities that can be completed during the extended closure. This may include but is not limited to running reports, processing paperwork/documents, resuming email communications, returning phone calls, etc.
d. Supervisors are asked to not increase the workload of employees during this time, but instead support them in completing projects and meeting necessary deadlines.
e. Supervisors should remain aware that not all employees will have reliable internet connections and may have distractions at home and should work with employees as much as possible to mitigate concerns. During prolonged closures, each event will likely be unique, additional guidance and information will be provided. In accordance with LCCC's Emergency Response Plan, in prolonged situations necessitating campus closure, the President may convene the crisis communication team to provide additional details and clarity for work expectations of employees.

4) Compensatory Time –

a) When a non-exempt employee's work exceeds 40 hours in a work week, the employee can choose to earn compensatory time or be paid overtime. Compensatory time is earned at the rate of 1 ½ times the amount of time worked which exceeds 40 hours in the work week.
b) Compensatory time may be taken for any reason and will be entered into the timekeeping system. Supervisor approval in advance is required.
c) For non-exempt employees, compensatory time will be paid out upon resignation, retirement, or termination at the regular hourly rate. Compensatory Time accrual is capped at 40 hours. If an employee's compensatory time bank is maxed at 40 hours, any additional time worked will be paid out at time and a half overtime until the bank is reduced.

5) Consulting Leave –

a) Regular employees are eligible to receive consulting leave with no loss in salary or benefits for the purpose of providing consulting services. Consulting leave must be requested and approved by the employee's immediate supervisor, area administrator, Human Resources, and the President prior to occurrence of the leave.
Consulting leave provisions are as follows:
   i. Maximum leave time is five (5) days in one (1) fiscal year (July 1 through June 30); consulting leave does not carry over to the next year.
   ii. Employee retains consulting fees for such engagement.
   iii. The College will neither pay for nor assume any responsibility for the employee's expenses (i.e., per diem, travel, meals, lodging, or any other connected expenses) or activities while on consulting leave.
   iv. Employee's leave should not cause operational hardship in the employee's functional work area.
   v. The consulting engagement must not conflict with any policies that may be established by LCCC regarding a conflict of commitment, conflict of interest, or similar.

b) Consulting leave must be approved in advance by the supervisor and HR and entered into the time keeping system.

6) Donated Leave –

a) LCCC recognizes that there may be circumstances that arise in an employee's life which may result in an extended absence from the workplace. Employees may be eligible for a protected leave status such as FMLA. Only employees with a documented FMLA need are eligible to receive donated leave.

b) Paid leave donations are subject to the following conditions:
   i) Only earned and/or accrued paid sick leave and/or paid vacation leave will be considered for donation.
   ii) Only employees in positions eligible for paid leave may receive paid leave donations.
   iv) An employee wishing to donate leave must maintain a sick leave balance of 40 hours and a vacation leave balance of 80 hours.
   v) Leave donations to an individual employee will be used on an as-needed basis and will not increase the employee's accrued leave balances. The employee to whom the leave is to be donated must be eligible for the type of leave being donated, i.e., paid sick leave may only be donated to employees who are eligible for paid sick leave and paid vacation leave may only be donated to employees who are eligible for paid vacation leave.
   vi) The employee to whom the leave is to be donated must have exhausted all their personal, sick, and/or their vacation leave before using donated leave. If an employee has pre-approved leave for a future date, that leave must be used before donated leave can be utilized.
   vii) Paid leave must be donated in whole hour increments only and will be accounted for in hourly increments only (paid leave donations will not be valued based on the employee's respective wages).
   viii) Once paid leave is donated and applied, it cannot be revoked.

iv) An employee wishing to donate paid leave to a fellow employee must complete a leave donation form, available in Human Resources. Donated leave will be deducted from the donor's leave balance.

v) A paid leave donation may be made anonymously, or the donation may be noted, as the donating employee wishes.

i. Employees who have earned and/or accrued leave over the leave threshold can donate the excess paid leave. Leave donation(s) must be submitted and processed prior to leave being forfeited; forfeited paid leave is irretrievable.

vi) Employees are prohibited from directly soliciting paid leave donations from their fellow employees.

xiv) Employees continue to accrue leave while on donated leave.

xv) Donated leave requests and usage will be approved on a case-by-case basis and will expire when no longer necessary.

7) Education Leave -

a) Reference Procedure 6.4P Employment Benefits Procedure.

8) FMLA –

In accordance with provisions of the Family and Medical Leave Act (FMLA) pursuant to Title 29 of the United States Code, Chapter 28. 2, any employee (including part-time and temporary) of Laramie County Community College (LCCC), who has a) been employed by LCCC for at least twelve months total (not necessarily the last twelve months), and b) worked at least 1,250 hours during the 12-month period immediately preceding the leave, is eligible to be granted basic family leave entitlement as may be applicable for conditions authorized by the Family and Medical Leave Act, and/or is eligible to be granted Military Family Leave entitlement as may be applicable.

a) FMLA eligible employees may be granted up to twelve work weeks of job-protected leave during a 12-month period. Spouses employed by the same employer may be limited to a combined total of 12 weeks in a 12-month period. FLMA leave can be requested for but is not limited to: providing care for the employee's spouse, parent, or child with a serious health condition, for the birth of the employee's child or to care for the child after the birth, for placement of a child with the employee for adoption or foster care or to care for the child after placement.

b) The Military Family Leave entitlement provides that eligible employees may be granted up to twenty-six weeks of job protected leave during a 12month period.

c) Employees requesting FMLA leave must provide notice of the need for the leave to the Human Resources Department; an employee must work directly with Human Resources to initiate, request, document using the required forms, and conclude an FMLA-protected leave and must abide by the prescribed responsibilities as outlined in the US Department of Labor's Notice of Eligibility and this procedure.

d) Failure to adhere to the US Department of Labor's Notice of Eligibility and Rights & Responsibilities, as well as the employer-specified elements as identified below, may result in denial of FMLA-protected leave. LCCC complies with the Family and Medical Leave Act; within the basic parameters of the FMLA, an employer may choose to apply certain permitted guiding elements.

e) LCCC measures the "12-month period" using the rolling calendar method for the purposes of tracking and counting an employee's leave entitlement under either the basic leave and/or military leave provisions of the Family and Medical Leave Act.
f) LCCC requires the use of accrued paid leave while taking an FMLA protected leave; if any/all paid leave becomes exhausted while on FMLA, an employee may move into an unpaid status or use donated leave (see 5.6) for the remainder of any approved FMLA-protected leave.
g) In accordance with FMLA provisions, an employee's benefits continue. LCCC requires an employee to continue payment of the employee portion of any applicable paid benefits through ongoing payroll deductions as if the employee continued to work; if an employee enters into an unpaid status while on FMLA-protected leave, they will be required to work direct. with Human Resources to determine how any applicable benefit payments will be made and/or recovered.
h) LCCC requires that an FMLA leave request be supported by clear certification on the required forms provided by Human Resources for such purpose; LCCC reserves the right to ask for a second opinion if it has reason to doubt the certification. If necessary to resolve a conflict between the original certification and the second opinion, LCCC may require an opinion of a third provider. The third opinion will be considered final. Any/all certifications and/or additional opinions will be on the required forms provided by Human Resources for such a purpose.
i) When the need for the leave is foreseeable, an employee must provide LCCC with at least thirty (30) days advance notice; in extreme extenuating circumstances, when an employee becomes aware of a need for FMLA leave less than thirty (30) days in advance, the employee (or an appropriate representative of the employee if/when an employee may be fully incapacitated) must provide notice of the need for the leave either the same day or the next business day.
j) Employees who have applied for and have been notified by Human Resources of their eligibility for intermittent FMLA (leave taken in separate blocks of time for a single qualifying reason) must consult with their immediate supervisor prior to the scheduling of appointments/treatments to ensure that any agreed upon schedule meets the needs of the FMLA.
k) If the employee fails to do so, LCCC reserves the right to require the employee to attempt to reschedule treatment(s) to better accommodate the employee's work schedule, if/when medically appropriate.
l) LCCC may request recertification when circumstances have changed significantly, or if the employer receives information casting doubt on the reason given for the absence, or if the employee seeks an extension of their leave; LCCC may request recertification every six (6) months in connection with an intermittent FMLA absence.
m) LCCC may utilize various available methods to validate authenticity and/or seek clarity of a certification, which may include requesting translation services if certification was completed by health provider(s) in a non-US location, requesting court documentation for an "in loco parentis" or foster child placement request, contacting the provider to validate leave usages and patterns to confirm that the record is consistent with the reason given for the FMLA absence, as well as other authentication/clarification methods as may be deemed necessary.

n) LCCC will require medical recertification for any leave extension; a leave extension request must be submitted as soon as the need for leave extension is known and at least two (2) weeks before the original leave expires unless there are extreme extenuating circumstances.
o) Generally, an employee returning from FMLA leave will be able to return to the same position or a position with equivalent status, pay, benefits, and other employment terms; LCCC may choose to exempt certain key employees from this requirement.
p) LCCC may require an employee on FMLA leave to report periodically on their status and intent to return to work; should an employee be able to return earlier than the leave request indicated, the Human Resources Department must be notified at least 24 hours prior to an actual full return to work.
q) In applicable FMLA-protected leave occurrences, an employee will be required to provide a fitness-for-duty certificate to be restored to employment; an employee will not be permitted to return to work without a fitness-for-duty. The fitness-for-duty must be on the form provided to the employee by Human Resources for such a purpose.
r) If an employee is unable to provide a fitness-for-duty and/or if an employee fails to return to work on the first typical and normally scheduled workday (as applicable) following the expiration of an approved leave, the employee will be considered to have voluntarily terminated any/all employment relationship(s) the employee may have had with LCCC as of that day.
s) LCCC's Human Resources Department is the sole administrator of LCCC's FMLA policy and procedure and, as such, is the exclusive interpreter of its terms. All provisions of this policy and procedure are consistent with the Family and Medical Leave Act of 1993 and subsequent revisions. LCCC reserves the right to amend or change this procedure to maintain consistency and compliance with contemporary rules and regulations of the Family and Medical Leave Act. This procedure is intended to provide general guidance regarding LCCC's application of, and adherence to, the Family and Medical Leave Act. Actual individual application is determined only by Human Resources on a case-by-case basis. This policy does not grant or create any employment.
rights to any individual other than that which is specifically addressed within the parameters of, and as determined eligible for, FMLA.

9) Holiday Leave –

LCCC formally recognizes 14 holidays each fiscal year. At the discretion of the president, additional holiday(s) may be added.

a) The academic calendar is established by the LCCC Calendar Committee and identifies the holiday schedule for the upcoming fiscal year. The calendar is presented to the President's Cabinet for approval. Once approved, Human Resources publishes the holiday schedule electronically; the holiday schedule is accessible by all employees through LCCC's intranet.
b) In general, employees in Administrator, Managerial, Professional, and Classified employee categories may be eligible for paid leave on the days designated as holidays on the published holiday schedule. Employees should contact Human Resources to determine their individual eligibility for paid holidays.
c) Employees who are determined to be eligible for paid "Holiday Leave," but work an alternative schedule that requires them to work on a designated holiday (e.g., Campus

Safety Officers), may work with their immediate supervisor to ***pre-arrange*** one of the following options for each such occurrence:

i. Pay for the holiday as well as regular wages, resulting in premium "double pay" for that day or,
ii. "Float" the designated holiday as a paid leave day within the designated workweek immediately prior to the week the holiday falls, within the workweek the holiday does fall, or the workweek immediately following the occurrence of the designated holiday, as may be allowed within the normal operations of the employee's work group.

d) Employees who are determined to be eligible for paid "Holiday Leave," however work a compressed workweek and/or nights/weekends (e.g., Information Technology, Custodial Services, etc.), may work with their immediate supervisor to ***pre-arrange*** "floating" the holiday within the workweek in which the designated holiday falls as may be allowed within the normal operations of the employee's work group.
e) Holidays are paid at eight (8) hours a day for all employees. Therefore, employees working an approved alternative work schedule of four (4) 10-hour days will choose to either enter two (2) hours of leave for the holiday or makeup the two (2) hours in the same week. Another option is the employees can change their schedule to eight (8) hours per day for that week.
f) The specific holiday schedule for the upcoming fiscal year is made available electronically on the LCCC website on or before July 1 of each year.

10) Jury Duty –

Employees must submit the jury selection notice and certification of duty completed. Federal and state jury service is protected. Employees will receive leave with pay when required to perform jury duty. Payment received for Jury Duty may be retained by the employee.

11) Leave Without Pay –

Leave without pay must be requested and approved through the supervisor and Human Resources prior to the occurrence. All appropriate leave must be exhausted prior to using leave without pay. Leave without pay is not automatic and employees will need to request through their supervisor in consultation with Human Resources.

12) Military Leave -

Any member of the Wyoming National Guard or United States military forces reserve who is an officer or employee of this state or any political subdivision, municipal corporation or any public agency or entity of the state, including community colleges, shall be given a military leave of absence with pay at the regular salary or wage which the employee normally receives, not to exceed fifteen (15) calendar days in any one (1) calendar year to perform service in the uniformed services in addition to any other leave or vacation time to which the person is otherwise entitled. (WY Stat § 19-11-108)

13) Obligated Leave -

Obligated leave is used for voting and time off award from the President. All employees are allowed to vote either before or after regularly assigned work hours. However, when this is not possible due to work schedules, managers are authorized to grant one (1) hour during the

workday to vote. Time off for voting should be reported and coded appropriately in the timekeeping system (WY Stat § 22-2-111)

14) Personal/Wellness Leave (effective July 1, 2024) -

Regular employees are granted three (3) days off per fiscal year with pay to tend to personal/wellness matters where other leave provisions do not apply. Personal/wellness leave provisions are as follows:

a) Regular employees are eligible for a maximum of three (3) days (or up to 24 hours) personal leave in any one fiscal year (July 1 through June 30).
b) During the first year, new employees hired between July 1 and December 31 will be granted three (3) days or 24 hours of personal leave. New employees hired between January 1 and June 30 will be granted one and a half (1.5) days or 12 hours of personal leave. The following year, the same employee will be eligible July 1 for a maximum of three (3) days or 24 hours of personal leave.
c) Personal leave must be used in four (4) hours or eight (8) hour increments for exempt employees and in one (1) hour increments for non-exempt employees.
d) Wellness Leave can include, but is not limited to, taking time to rest, participate in hobbies, relaxing, practicing gratitude, spending time with family, friends, pets, volunteering, or other ways to focus on the employee's well-being.
a) Personal leave is noncumulative; if not used, it will not be carried forward to the next fiscal year.

15) Professional Leave –

Regular employees are eligible to receive professional leave for professional development in accordance with the following provisions:

a) All such leave must be approved by the immediate supervisor prior to the leave occurrence. Employees provide supporting documentation including the purpose for professional development (i.e., agenda) and should plan to apply/share learning within appropriate LCCC departments upon return. If the professional development is at the request of, or the convenience of the College, the employee may be eligible to be reimbursed for travel and expenses related to the leave (travel requests/expectation of travel reimbursement and an agenda must be requested and submitted via appropriate process and subject to prior approval by the appropriate signing authority).
b) Depending on the type, purpose, and duration of the leave, the President may approve professional leave with or without loss in salary or benefits.
c) The following types of absences qualify as professional leave:
    ii. Attendance at professional meetings and/or conferences related to the employee's work assignment.
    iii. Professional development through education, training, or experience.
    iv. Exchange teaching – foreign or domestic (specifics of salary and benefit continuation may be dependent upon reciprocal salary arrangements with the participating institution).

16) Public Service Leave (Elected Public Office) –

Regular employees may seek an elected public office. In seeking an elected public office, the employee may neither use College time nor may their campaign efforts be disruptive to normal college operations. (WY Stat § 22-26-116)

a) If a regular employee is elected to a full-time elected office (defined as an elected position requiring individual time commitments equivalent to a full-time position), they are required to terminate regular employment with the College.
b) If a regular employee is elected to a part-time elected office (defined as an elected position requiring individual time commitments of a temporary or intermittent nature, or times not typically associated with the workday, or time equivalent to less than a part-time position), employee may continue benefit-eligible employment in accordance with the following:
c) The employee maintains sufficient hours worked for LCCC monthly to fulfill benefit eligibility requirements as may be applicable.
d) The employee will be converted to a non-exempt status for the duration of the Public Service Leave regardless of FLSA status prior to the Public Service Leave; employee will record, submit, and be compensated for LCCC hours reported with the compensation calculated based on the representative hourly rate.
e) The employee must agree to assume responsibility for remaining aware of developments within their assigned area at the College and assist in the conduct of that assignment when possible.
f) The employee's time involved with the elected office will be documented as Public Service Leave.

17) Sabbatical Leave –

Paid Sabbatical Leave is offered as a benefit to encourage eligible Administrators, Managerial Staff, Professional Staff, Faculty Managerial, and Faculty to continue their professional growth through academic, scholarly, and professional endeavors that will enhance the service of the employee and will benefit the students at the College. The established guidelines including eligibility requirements, the application process, timelines, designated approval path, appeal process should an application be denied, reciprocal obligations incurred for exercising the paid Sabbatical Leave benefit, etc., are detailed in the "Sabbatical Leave Guidelines" available electronically or hardcopy though Human Resources. In brief:

a) Eligible faculty may apply for either a full-year or a half-year sabbatical.
    i. Full-time faculty on full-year sabbatical will receive eighty percent (80%) of contractual annual salary.
    ii. Full-time faculty members on half (½) year sabbatical will receive one hundred percent (100%) of contractual salary for the half (½) year while on leave and are entitled to their full contractual salary for the half (½) year which they are not on leave.
b) Full-time managerial and professional staff, faculty managerial, and administrators may be granted leave for up to four (4) consecutive months at the regular salary rate or up to eight (8) consecutive months at one-half of the regular salary rate.
c) An employee must apply for paid Sabbatical Leave within the established timeline to be considered for the following year. With the granted sabbatical, there is an expectation of future service; the reciprocal obligation is equivalent to the length of sabbatical leave

granted. The reciprocal obligation commences immediately following the employee's return. The consequence of failing to complete the reciprocal obligation would result in the employee being liable for repayment of the sabbatical stipend in proportion to the percent of service obligation not completed.

d) The approval path begins with confirmation of an employee's eligibility to apply by Human Resources, continuing through the employee's immediate supervisor through the appropriate Cabinet Member to the Sabbatical Committee. A Sabbatical Committee is formed each year to review and consider endorsement of an employee's application. If endorsed, the application is moved forward to the President for review and final approval consideration.

e) On completing an approved Sabbatical Leave, the employee must provide a report to the Sabbatical Committee and the President with the Evidence of Completion as outlined in the terms and conditions of the Sabbatical application.

f) Supplemental guidance will be published annually after July 1st with the deadline for applications, committee meetings, and approval.

18) Sick Leave - (Illness or Injury)

a) Employees accrue sick leave at a rate of one (1) day a month for each full month of employment appointment (pro-rated for partial months when applicable). An employee can accrue a maximum of eighty-five (85) sick leave days; all accrued sick leave shall be canceled upon termination of regular employment. Sick Leave balances are available via an employee's individual timekeeping system. Employees are granted sick leave, which provides their regular rate of pay and applicable benefits, if required to be away from work duties due to:

i. Personal illness or injury.
ii. The illness or injury of a member of the household.
iii. The illness or injury of a non-household family member within the first degree of relationship as defined in 2.a.i. (above), not to exceed thirty (30) working days per academic or fiscal year (as applicable).
iv. Health/wellness-related appointments for self, member of household and/or non-household member as defined above. In the case of an emergent need for sick leave, the leave must be documented and approved by the employee's immediate supervisor as soon as possible following the employee's return to work. In the case of sick leave usage for health/wellness appointments, the leave must be requested and approved prior to the occurrence of the leave time.

Use of sick leave for the illness or injury of a non-household family member must be for health care assistance. Human Resources may require the employee to provide a certificate of illness from a licensed health care provider or county health officer in sick leave cases.

b) Chronic use of sick leave without medical justification may be deemed as abuse in accordance with LCCC Procedure 6.10 P, Employee Conduct and Discipline.

19) Vacation Leave –

a) Employees accrue vacation leave as follows:

i. Administrator, Professional, Managerial, Faculty Managerial D, and Faculty Category D, employees are eligible to receive vacation leave in accordance with the following:
   1. Employees shall be granted vacation leave at an accrual rate of 1.75 days for each month of employment appointment (partial months will be pro-rated).
   2. Administrator, Professional and Managerial employees working less than 12 months will earn vacation pro-rated based on their appointment.

   3. Employee's maximum vacation accrual is the amount equal to that earned in two (2) employment appointment years (e.g., an employee on a twelve (12) month employment appointment may accrue up to a maximum of forty-two (42) days -- 12 months x 1.75 days a month x 2 years).

ii. Faculty and Faculty Managerial Categories A, B, C, - do not earn vacation leave. Duty days are tracked by contract day calendars approved and retained by Senior Vice President of Academic Affairs.

iii. Classified employees are eligible to receive vacation leave in accordance with the following graph below.

iv. Classified employees working less than 12 months will earn vacation pro-rated based on their appointment (effective July 1, 2024):
   1. In general, employee shall be granted vacation leave at a monthly accrual rate that is based on years of service as follows:

Years of Continuous Regular Employment	Vacation Accrual Rate (Per Calendar Month)
Zero (0) through five (5) years	One (1) (8 hours) day
After five (5) through ten (10) years	One and one half (1.5) days
After ten (10) years	One and three-fourths (1.75) days

v. Vacation is typically scheduled in advance and requires supervisor approval.

vi. Upon termination of employment, employees will be paid for all unused vacation that has been accrued up to the maximum vacation accrual level as specified. If an employee separates from LCCC and returns to employment at a later date, their vacation accrual rate will be treated as a new employee.

vii. Maximum leave accrual is 336 hours. An employee will no longer accrue vacation leave once the maximum leave balance is attained.

viii. With approval from the supervisory chain and HR, employees may request to use vacation leave for the remainder of the month until their last day of work once they have submitted a letter of resignation or retirement.

19) Winter Break (effective July 1, 2024) –

a) Administrator, Managerial, Professional, and Classified employee categories may be eligible for paid time off for Winter Break, which consists of the working days after Christmas Day and before New Year's Eve. Employees are relieved of work during the winter break; however, a few essential services (i.e., Campus Safety) must continue. Non-exempt essential employees who are required and scheduled to work during the winter break will receive both winter break pay and paid time for all hours worked. Exempt employees required to work during the winter break will

need to work with their supervisor to schedule time off at a later date. Employees who are not designated to work, but decide to work anyway, do not receive additional time off. New employees, unless designated essential, shall not have a start date during winter break.

b) At the discretion of the President, additional day(s) may be added.

19) Workers' Compensation Leave –

a) Leave needs to be approved through Wyoming Workers' Compensation. Employees and Supervisors are required to complete appropriate forms as soon as possible after the injury. The employee and supervisor will work with the Specialist, HR Benefits, to initiate the process as soon as possible after the workplace injury. Campus Safety must be notified immediately when any workplace injury occurs.