

LEAVES AND ABSENCES1. Sabbatical Leave

Administrative personnel will be eligible to request a sabbatical leave after seven years of full-time employment. A request for a sabbatical leave must have a well-defined plan of study presented in writing to the President and the Board of Trustees. Granting of any sabbatical leave will be subject to the availability of funds and approval by the Board of Trustees. A leave may be granted for six months or less at full contractual salary, or for more than six months up to one year at one-half of the contractual salary. Sick and vacation time will continue to accrue during the leave period.

Administrators who are granted a sabbatical leave will be required to return to their duties at the College for at least one year and to submit in writing a report regarding the use of their sabbatical leave to the President and the Board of Trustees. They must remain on the staff for a period of one year and failing to do so they will reimburse the Board for all salary and insurance paid to the employee while on sabbatical leave. If the administrator returns to duties at the College but then leaves before a period of one year, restitution of costs shall be made on a pro-rated basis. The restitution amount will be determined by the President. Repayment of expenses can be waived if deemed appropriate by the Board of Trustees.

2. Sick and Emergency Leave

Administrators who must be absent because of illness shall be allowed full compensation. Sick and emergency leave will be accumulated at the rate of one day per contract month. There is no limit on the amount of sick and emergency days that can be accumulated; however, any employee is only allowed to use up to ninety days at a time. After one day of employment in each fiscal year, an administrator without a sick and emergency leave bank may be granted an advance of one calendar month.

3. Absence for Accident or Injury

Administrative personnel are entitled to workmen's compensation insurance benefits if injury or accident is incurred in the performance of their duties at the College. They will receive their regular salary less the amount of compensation insurance benefits until their accumulated sick leave has been used. After their sick leave entitlement has been used, they will receive workmen's compensation benefits only. The deduction from sick leave will be proportionate to the amount of salary paid by the Community College.

4. Bereavement

An administrator may be entitled to a maximum of five days of absence without loss of salary to be charged against sick leave in the event of death of any member of the immediate family. Members of the immediate family are defined as parents, grandparents, spouses, children, grandchildren, siblings, in-laws, or a relative living in the immediate household.

5. Military Leave

Administrators of the College who may be conscripted or who may enlist while conscription is in effect into the Defense Forces of the United States for military service or training, shall be reinstated according to Federal law as regular employees in the College with full credit (including the annual increment(s) under the salary schedule) upon written request supported by competent proof that said applicants are fully qualified physically and mentally to perform the duties of their position.

It is not the policy of Monroe County Community College to request military deferment for any member of the Monroe County Community College.

6. Jury Duty and Subpoenaed Witness

Administrators who are summoned and report for jury duty or are subpoenaed and report as witnesses in any judicial hearing shall receive a leave of absence and shall be paid at their regular salary rate. All jury duty fees and witness fees shall be turned over to the College.