

CHAPTER 2	SECTION 14P	TITLE EMPLOYEE LEAVE	HISTORY		
			Adopted 2018	Campus Forum 2018	Reviewed Next review 2021
			Revised		

PROCEDURE

LEAVE TYPES

Vacation Leave: Vacation Leave may not be taken before it is earned, and must be preapproved. See the applicable Collective Bargaining Agreement (CBA) for accrual rates. The maximum amount of vacation leave carried over to a new fiscal year is 240; any excess amount will be forfeited.

Sick Leave: Sick Leave may not be taken before it is earned. See the applicable CBA for accrual rates. The employer may require medical verification or certification of the reason for sick leave use in accordance with the employer's leave policy.

Conditions for use of Sick Leave (WAC 357-31-130)

1. Because of and during illness, disability, or injury that has incapacitated the employee from performing required duties.
2. By reason of exposure of the employee to a contagious disease when the employee's presence at work would jeopardize the health of others.
3. To care for a minor/dependent child with a health condition requiring treatment or supervision.
4. To care for a spouse, registered domestic partner, parent, parent-in-law, or grandparent of the employee who has a serious health condition or emergency health condition.
5. For family care emergencies per WAC 357-31-290, 357-31-295, 357-31-300, and 357-31-305.
6. For personal health care appointments.
7. For family members' health care appointments when the presence of the employee is required if arranged in advance with the employing official or designee.
8. For condolence or bereavement.

Personal Leave: Employees accrue Personal leave on an annual basis; see CBA for annual accrual rates and maximum balances. Personal leave may not be taken before it is earned.

For more information on the following leave types please reference the applicable CBA for the appropriate classification of employment.

- Sabbatical Leave
- Jury Duty Leave
- Bereavement Leave
- Non Compensable Sick Leave
- Paid Holidays
- Compensatory Time

All leave should be recorded in the Time and Leave Reporting system (TLR). Timesheets are due on the 15th and the last day of the month. Leave must be taken in accordance with applicable CBA's and state laws. The

failure to report leave by due dates may result in leave without pay. Log in credentials can be provided through the Human Resources/Payroll & Benefits Office.

FAMILY AND MEDICAL LEAVE ACT

Clover Park Technical College will comply with all provisions set forth in the Family Medical Leave Act of 1993. FMLA requires that covered employers provide up to twelve-weeks of unpaid, job protected leave to “eligible” employees for certain family and medical reasons, and requires employers provide up to twenty-six weeks of unpaid, job-protected leave for an eligible employee who is the spouse, son, daughter, parent, or next of kin of a covered service member who is recovering from a serious illness or injury sustained in the line of duty on active duty in a single twelve-month period to care for the service member. Nothing in this procedure shall be construed to supersede any provision of state law that provides greater family or medical leave rights than those established under federal law.

Definitions:

Active Duty: The term “active duty” means duty under a call or order to active duty under a provision of law referred to in section 101(a) (13) (B) of title 10, US Code.

Child: Biological, adopted, or foster child; a stepchild, a legal ward, or a child of a person standing in loco parentis, who is under 18 years of age or 18 years of age or older and incapable of self-care because of a mental or physical disability (see definition of incapable of self-care).

Contingency Operation: This has the same meaning given such term in section 101(a)(13) of title 10, United States Code.

Covered Service member: A member of the Armed Forces, including a member of the National Guard or Reserves, who is undergoing medical treatment, recuperation, or therapy, is otherwise in outpatient status, or is otherwise on the temporary disability retired list for a serious injury or illness.

Eligible Employee: An employee who has worked for the College for at least twelve months (52 weeks) and has worked at least 1,250 hours in the 12-month period immediately preceding the leave. Time spent during any type of absence, whether paid or unpaid (including a suspension or administrative leave) does not count toward the 1,250 hours worked requirement.

Family Member: The FMLA has its own definition of family member which is the employee’s spouse, child or the employee’s own parent. CPTC’s Policy also includes Washington State registered domestic partner as defined by RCW 26.60.010. Siblings may be able to claim “in loco parentis” eligibility for protected FMLA leave if they are stepping in to care for an adult sibling who is “incapable of self-care” because of a mental or physical disability” (see “incapable of self-care” in definitions) as long as the relative satisfies the in loco parentis requirements.

Health care provider: Doctors of medicine or osteopathy authorized to practice medicine or surgery by the state in which the doctors practice; or Podiatrists, dentists, clinical psychologists, optometrists and chiropractors (limited to manual manipulation of the spine to correct a subluxation as demonstrated by X-ray to exist) authorized to practice, and performing within the scope of their practice, under state law; or Nurse practitioners, nurse-midwives, clinical social workers and physician assistants authorized to practice, and performing within the scope of their practice, as defined under state law; or Christian Science practitioners listed with the First Church of Christ, Scientist in Boston, Massachusetts; or Any health care provider recognized by the employer or the employer's group health plan benefits manager.

Incapable of self-care: A mental or physical disability that limits one or more of the “major life activities” as defined in EEOC regulations under the Americans with Disabilities Act.

Intermittent Leave: Leave that is not taken consecutively or leave taken on a reduced schedule. Examples of intermittent leave might be leave taken spread over a period of months, such as for chemotherapy, or for planned doctor appointments over time.

Next of Kin: With respect to a covered service member means the nearest blood relative of that individual.

Outpatient Status: With respect to a covered service member means the status of a member of the Armed Forces assigned to a military medical treatment facility as an outpatient; or a unit established for the purpose of providing command and control of members of the Armed Forces receiving medical care as outpatients.

Qualifying Exigency: As defined in regulations issued by the Department of Labor.

Serious Health Condition: A condition which requires inpatient care at a hospital, a residential medical care facility; or a condition which requires continuing care by a licensed health care provider. See the separate definition of serious injury or illness for a covered service member.

Serious Injury or Illness for Covered Service members: The term “serious injury or illness,” in the case of a member of the Armed Forces, including a member of the National Guard or Reserves, means an injury or illness incurred by the member in line of duty on active duty in the Armed Forces that may render the member medically unfit to perform the duties of the member’s office, grade, rank, or rating.

Spouse: A legally married individual regardless of the law of the state where the employee currently resides or works.

Twelve-month Period: CPTC will calculate the amount of FMLA leave an eligible employee may request on a rolling twelve-month period measured forward from the date an employee’s first FMLA leave begins.

Twenty-six Week Period: For purposes of FMLA military family leave applicable to qualifying FMLA condition means twenty-six work weeks of leave during a single twelve-month period of care for the service member. Twenty-six work weeks is the maximum amount of FMLA leave in a single twelve-month period and cannot be combined with an additional 12 weeks for other FMLA reasons.

The specific family and medical reasons for twelve-work weeks in FMLA are:

1. Because of a serious health condition that makes the employee unable to perform the functions of the employee’s job;
2. The birth of a child and the placement for adoption or foster care and to bond with that child within one year of birth or placement.
3. To care for an employee’s spouse, son, daughter, parent, or Washington State registered domestic partner who suffers from a serious health condition.
4. “Any qualifying exigency” arising out of the fact that the spouse, son, daughter, or parent of the employee is on active duty, or has been notified of an impending call to active duty status, in support of a contingency operation.

The specific family and medical reasons for twenty-work weeks in FMLA are:

Service member family leave: An eligible employee who is the spouse, son, daughter, parent or next of kin of a covered service member shall be entitled to a total of twenty-six work weeks of leave during a single twelve-month period to care for the service member who is recovering from a serious injury or illness sustained while in the line of duty on active duty.

FMLA designation is the responsibility of the Benefits Office, and is not contingent on an employee requesting a FMLA leave of absence. The Benefits Office will determine eligibility and notify the employee of the employees' rights and responsibilities within five business days, absent extenuating circumstances, of the date the Benefits Office receives knowledge that the leave is being requested or has been taken for a FMLA qualifying reason.

1. Certification—Personal medical leave or serious health condition leave covered by the FMLA, or leave to care for a covered injured or ill service member under this procedure requires sufficient certification in a timely manner by the appropriate health care provider (timely manner generally means within a 15-day period after notice that certification is required). Recertification may not be requested more often than every 30 days and only in connection with an absence by the employee unless circumstances described in the previous certification have changed significantly. Any medical/military information an employee may submit to the supervisor should be sent to the Benefits Office and not retained in the employing department. Leave for a “qualifying exigency” arising out of the fact that the spouse, son, daughter, or parent of the employee is on active duty, or has been notified of an impending call to active duty status, in support of a contingency operation must be supported by certification in such time and manner as approved by the Department of Labor.
2. Employer-designated FMLA Leaves—If the employee does not request FMLA leave, and the reason for the absence meets the FMLA criteria, CPTC has the authority to designate FMLA. If CPTC is aware of the needed leave, but has been unable to confirm that the leave qualifies for FMLA, a preliminary designation will be made and the employee will be notified. If it is later learned that the leave does not qualify, CPTC will withdraw the designation in a written notice to the employee. FMLA can also be designated retroactively unless the employee suffers injury or harm as a result of the retroactive designation, or if the employee and the employer agree.
3. Independent Medical Evaluation—As allowed by law, CPTC may require that a second opinion from an independent medical provider selected by CPTC be obtained at the CPTC's expense. If there is a conflict in the two opinions, CPTC may pay for a third health care provider (agreed upon by both CPTC and the employee) to render a third and final, binding opinion.
4. Intermittent Leave/Reduced Schedule Leave—Personal medical leave or serious health condition leave covered by the FMLA, or leave to care for a covered service member who is recovering from a serious illness or injury under this procedure may be taken intermittently or on a reduced schedule when certified as medically necessary. Intermittent use of FMLA leave for birth and care of a newborn or placement for adoption or foster care is subject to the approval of CPTC.
5. Leaves Running Concurrent with FMLA—Inasmuch as allowed by law and current labor agreements, all related leaves shall run concurrent with FMLA leave.
6. Notice of Leave—Employees must provide at least 30 days' notice where the need for leave is foreseeable, except that practical notice will suffice when the leave will begin in less than 30 days

("practical" generally means at least verbal notice to the Benefits Office within one or two business days of learning of the need to take leave).

7. Return to Work—Employees are required to notify CPTC of their return-to-work date at least two (2) days prior to returning if the date is earlier than originally planned. Employees returning from leave are required to provide a doctor's release (except in certain cases, such as paternity leave).
8. Spouses Employed by CPTC—Spouses employed by CPTC are jointly entitled to a combined total of 12 workweeks of FMLA leave for the birth and care of a newborn, or for placement of a child for adoption or foster care. Leave for this purpose must be taken within 12 months of the birth, adoption or placement for foster care, regardless of when the leave began. Spouses employed by CPTC are limited to a total 26 work-weeks combined during one 12-month period when the leave is to take care of a service member who is recovering from a serious injury or illness sustained while in the line of duty on active duty. Each eligible employee is entitled to their own 12 weeks of leave when their child has a serious health condition or if one spouse or other eligible family member is seriously ill or both has their own serious health condition, or for military "qualifying exigencies" leave.
9. Supervisor Responsibility—It is the responsibility of supervisors to notify the Benefits Office of all medical and military leaves that they become aware of in a timely manner. The Benefits Office will make the determination concerning whether or not a leave is covered under the FMLA upon receipt of the appropriate certification.
10. Temporary Reassignment During Intermittent/Reduced Schedule FMLA Leave—In cases where intermittent leave or a reduced schedule has been approved, CPTC reserves the right to temporarily reassign the employee with no loss of pay or benefits to a different job or to a part-time position for the duration of the leave, which better accommodates the employee's need for leave and CPTC operational needs.
11. Use of Paid Leave—Except as allowed by law or negotiated labor agreements, employees are required to use paid leave for any part of a FMLA absence before requesting leave without pay.
12. Requests for vacation to be used immediately after a continuous FMLA leave of one month or more must be submitted for approval at least two (2) weeks prior to the employee beginning FMLA. Appointing Authorities may consider exceptions on a case-by-case basis.
13. An employee on FMLA leave will be considered to have voluntarily terminated employment if he or she:
 - a. Advises the college of his or her intention not to return to work either after the expiration of approved FMLA leave or during any approved FMLA leave; or
 - b. Fails to return to work upon the expiration of FMLA leave, unless the employee has requested and been granted:
 - the use of any remaining accrued paid leave;
 - an unpaid leave; or
 - a leave as a reasonable accommodation under the ADA.

Benefits and Employment Status

1. Unless otherwise permitted by the FMLA, employees must be restored to their original or equivalent position with equivalent pay, benefits, and other employment terms.
2. FMLA taken under this procedure will not result in loss of any seniority or employment benefits accrued prior to the leave. Service credit accruals and seniority continue to be governed by applicable laws, rules and/or labor agreements. Vacation, sick leave and personal holiday will not accrue during leave without pay.
3. CPTC will continue an eligible employee's existing employer-paid health insurance benefits, up to 12 weeks during an absence granted under FMLA, and up to 26 weeks for an approved service member family leave.
4. If the employee normally pays a premium for health insurance and other benefits, these payments will continue through the normal payroll process as long as the employee is in paid leave status. In a leave without pay situation, it is the employee's responsibility to make arrangements to pay the premiums by submitting a personal check or money order prior to the normal premium dates. Another method of collecting the premiums, if agreed upon by both CPTC and the employee, may include prepayment through increased payroll deductions if the need for leave is foreseeable.
5. Employees have a minimum 30-day grace period in which to make premium payments. If payment is not made in a timely manner, health insurance may be cancelled provided the employee is notified in writing at least 15 days before the date that health insurance will lapse. CPTC may choose to pay the employee's premiums during FMLA, in which case CPTC is entitled to recover these payments from the employee.
6. CPTC may recover both any unpaid employee premiums and all employer health premiums if the employee does not return to work or returns to work for less than 30 days, unless the reason for not returning is the continuation of FMLA qualifying condition or other circumstances beyond the employee's control.

SHARED LEAVE

In accordance with the Washington State (RCW 41.04.650) leave sharing program, an employee may be eligible to receive shared leave if:

- The employee suffers from, or has a relative or household member suffering from, an illness, injury, impairment, or physical or mental condition that is of an extraordinary or severe nature
- The employee has been called to service in the uniformed services and/or the employee's request otherwise meets the eligibility criteria specified in RCW 41.04.665
- A state of emergency has been declared anywhere within the United States by the federal or any state government, and the employee has needed skills to assist in responding to the emergency or its aftermath and volunteers his or her services to either a governmental agency or to a nonprofit organization engaged in humanitarian relief in the devastated area, and the governmental agency or nonprofit organization accepts the employee's offer of volunteer services
- The employee is a victim of domestic violence, sexual assault, or stalking as defined in RCW 41.04.655.

Definitions

Employee: Any employee who is entitled to accrue compensable sick leave, vacation, or personal leave and for whom Clover Park Technical College (CPTC) has maintained leave records.

Employee's relative: Limited to the employee's spouse, child, stepchild, grandchild, parent or grandparent.

Household members: Limited to persons who reside in the same household and who have reciprocal duties to and provide financial support for one another. This term shall also include foster children and legal wards, but does not include persons sharing the same house when the living style is primarily that of a dormitory or commune.

Donee: The employee receiving the donation of the leave.

Donor: The employee making the donation of the leave.

Service in the uniformed services: The performance of duty on a voluntary or involuntary basis in a uniformed service under competent authority and includes active duty, active duty for training, initial active duty for training, inactive duty training, full-time national guard duty including state-ordered active duty, and a period for which a person is absent from a position of employment for the purpose of an examination to determine the fitness of the person to perform any such duty.

Uniformed service: The armed forces, the army national guard, and the air national guard of any state, territory, commonwealth, possession, or district when engaged in active duty for training, inactive duty training, full-time national guard duty, or state active duty, the commissioned corps of the public health service, the coast guard, and any other category of persons designated by the President of the United States in time of war or national emergency.

Severe or extraordinary condition: Serious or extreme and/or life threatening.

State agency: Departments, offices, agencies, or institutions of state government, the legislature, and institutions of higher education, school districts, and educational service district.

CPTC will determine the amount of leave, if any, which an employee may receive; however, employees may not receive more than 522 days of shared leave during their working lifetime under this program. CPTC may also consider other methods of accommodating the employee's needs such as modified duty, modified hours, flextime, or special assignments in place of share leave.

When requesting shared leave because the employee or a relative or household member (as defined in this procedure) suffers from an illness; injury; impairment; or physical or mental condition which is of an extraordinary or severe nature, the employee must use all other leave balances such as personal holiday, accrued sick leave, accrued vacation leave and compensatory time prior to receiving shared leave.

Employees called to military service must use all accrued vacation leave, personal holiday, compensatory time and any paid military leave allowed under RCW 38.40.060, prior to receiving shared leave.

Employees requesting shared leave for state of emergency service or due to domestic violence, sexual assault or stalking must use all compensatory time, personal holiday and accrued vacation leave prior to receiving shared leave.

For work-related illness or injury, the employee must diligently pursue and be found to be ineligible for benefits under Chapter 51.32 RCW to qualify for shared leave for medical purposes.

Employees receiving time loss compensation or other types of disability payments are not eligible for shared leave.

Shared leave may not be used for bereavement leave. An employee may not donate any type of leave that they would lose due to termination, whether by voluntary resignation, retirement, and layoff or as a result of disciplinary action, once written notice of termination is given to the college

If the eligible employee has depleted or will shortly deplete his/her annual and sick leave reserves, the employee may submit a request for shared leave to the Benefits Office. The employee will be required to certify that their illness or injury, or their family/household member's illness or injury, meets the standard of "severe" or "extraordinary" by submitting the medical certification form before a decision regarding the shared leave request can be made.

Examples of "extraordinary or severe" situations that typically meet the criteria for shared leave include:

- Major surgery with inpatient hospital stay
- Outpatient surgery for severe condition
- Cancer and treatment
- Hospitalization for a severe physical or mental condition
- Enrollment in an ongoing behavioral health treatment program (inpatient or day) requiring continuous leave from work
- Bed rest due to high-risk, pregnancy-related complications

Conditions that do not typically meet the criteria include:

- Flu
- Chicken pox
- Pregnancy/delivery
- Sprained ankle
- Elective cosmetic surgery
- Intermittent leave for chronic, ongoing medical conditions

The College uses the information provided by the health-care provider to determine whether the medical situation meets the definition of "severe, extraordinary, or life-threatening."

A job-related injury or illness that is covered by workers' compensation does not qualify for shared leave.

For those called to military duty, CPTC will require a copy of the military orders verifying the employee's required absence.

For those requesting shared leave due to being a victim of domestic violence, sexual assault, or stalking as defined in RCW 41.04.655, CPTC will require the appropriate documentation such as a police report, court order, documentation from an attorney or victims' advocate, or the employee's written statement.

For employees requesting shared leave for state of emergency service, the employee must have the necessary skills for the humanitarian relief organized and provide documentation of acceptance by the governmental or nonprofit organization engaged in that effort.

Notification of Need for Shared Leave

The Benefits Office will publicize the need via campus email. The reason for the shared leave (event or crisis) will not be published under any circumstances. Eligible employees wishing to share leave must submit a Shared Leave Donation form to the Payroll Office.

Compensable Sick Leave Donation

Staff who accrue compensable sick leave may donate sick leave to any employee approved for shared leave. The donated leave is deducted from the donor's compensable sick leave balance. An employee may not donate an amount of leave that would drop their accumulated compensable sick leave balance below twenty-two (22) days. An employee may not donate sick leave that they would lose due to termination, once written notice of termination has been given to CPTC.

Vacation Leave Donation

Staff who accrue annual leave may donate annual leave to any employee approved for shared leave. The donated leave is deducted from the donor's compensable annual leave balance. The employee donating leave may not donate an amount of hours that would drop their annual leave balance below ten (10) days (80 hours), nor may employees donate excess annual leave they would not be able to take due to an approaching anniversary date.

Personal Leave

Staff who accrue personal Leave may donate their leave to any employee approved for shared leave. Employees may only donate up to 8 hours of personal leave. The donated leave is deducted from the donor's personal leave balance.

Shared Leave Between Agencies/Institutions

With the approval of the appropriate administrators of both state agencies/institutions, shared leave may be transferred from employees of one state agency/institution to an employee of another state agency/institution.

Computation of Share Leave

Computation of shared leave shall be performed in accordance with OFM 25.40.10. It shall be the donor's dollar value of the leave that transfers and purchases shared leave for the donee at the donee's salary rate.

Administration of Leave

The shared leave procedure will be administered in accordance with Office of Fiscal Management regulations. In an effort to improve the administrative workload process of the shared leave program, the procedure for processing shared leave shall be a "first in, first use" basis, i.e., each donation form will be considered a "batch" and will be processed and used up in full based on the leave needs of the employee requesting the leave per payroll period. Once that leave is exhausted, that batch will be closed and leave from a second donor will be processed.

SICK LEAVE BUYBACK

In compliance with the Washington State employee attendance incentive program WAC 357-31-150 & RCW 41.04.340:

Incentive buyback will be administered according to applicable collective bargaining agreements and state law. The purpose of this procedure is to implement Sections 5 and 6 of Chapter 182, Laws of 1980, which provide for monetary compensation for unused, accrued sick leave for eligible state employees under specific

conditions. Commencing in January of 1992 and each January thereafter, each eligible current CPTC employee may elect to convert excess sick leave to monetary compensation as provided in this section.

1. Eligible employees: In order to be eligible to convert excess sick leave to monetary compensation shall be determined as follows:
 - a. Shall have accumulated in excess of sixty (60) full days (certificated) 480 hours (classified) of unused sick leave at a rate of accumulation no greater than one (1) full day per month for each month or major fraction thereof of contracted employment of such eligible employee during the calendar year (a maximum of twelve (12) days per year) as of the end of the previous calendar year; and
 - b. Shall provide written notice to his or her employer during the month of January of his or her intent to convert excess sick leave days to monetary compensation.
2. Excess Sick Leave: The number of sick leave days which an eligible employee may convert shall be determined by:
 - a. Taking the number of sick leave days in excess of sixty (60) full days (certificated) 480 hours (classified) that were accumulated by the employee during the previous calendar year at a rate of accumulation no greater than one (1) full day per month (a maximum of twelve (12) days per year); and
 - b. Subtracting this from the number of sick leave days used by employee during the previous calendar year.
 - c. The remainder, if positive, shall constitute the number of sick leave days which may be converted to monetary compensation.
3. Rate of Conversion: Sick leave days that are eligible for conversion shall be converted to monetary compensation at the rate of 25 percent of an employee's current, full-time daily rate of compensation for each full day of eligible sick leave. Partial days of eligible sick leave shall be converted on a pro rata basis.
4. All sick leave days converted pursuant to this section shall be deducted from an employee's accumulated sick leave balance.
5. Compensation received pursuant to this section shall not be included for the purpose of computing a retirement allowance under any public retirement system in this state.
6. Sick leave earned during period of prior employment with other agencies of the State of Washington and transferred to Clover Park Technical College District No. 29 may be included in the conversion of accumulated sick leave. Such leave must be accumulated at a rate of no more than one (1) day per month for each month of service.

CONVERSION OF SICK LEAVE UPON RETIREMENT OR DEATH

In compliance with the Washington State employee attendance incentive program (RCW 41.04.340):

1. Eligible Employees: Each person who is employed by Clover Park Technical College District No. 29 as of January 1, 1992, or thereafter and who subsequently terminates employment due to either retirement or death may personally, or through his or her estate in the event of death, elect to convert all eligible, accumulated, unused sick leave days to monetary compensation as provided in this section: PROVIDED, that "vested out-of-service" employees who terminate employment but leave funds on deposit with a state retirement system shall not be considered to have retired or to be an eligible employee for the purpose of this section.
2. Eligible Sick Leave Days: All unused sick leave days that have been accumulated by an eligible employee at a rate of accumulation no greater than one (1) full day per month for each month or major fraction thereof of contracted employment of such eligible employee during the calendar year (a maximum of twelve (12) days per year), less sick leave days previously converted pursuant to the

annual conversion of accumulated Sick Leave Policy, may be converted to monetary compensation upon the employee's termination of employment due to retirement or death.

3. Rate of Conversion: Sick leave days that are eligible for conversion shall be converted to monetary compensation at the rate of 25 percent of an employee's full-time daily rate of compensation at the time of termination of employment for each full day of eligible sick leave. Partial days of eligible sick leave shall be converted on a pro rata basis.
4. All sick leave days converted pursuant to this section shall be deducted from an employee's accumulated sick leave balance.
5. Compensation received pursuant to this section shall not be included for the purpose of computing a retirement allowance under any retirement system in this state.

Definitions:

Eligible Employee: shall mean faculty, exempt employees, and classified employees entitled to earn and use sick leave granted by policies of the college.

Sick leave: shall mean a leave granted to an employee for the purpose of absence from work with pay in the event of illness, injury, bereavement, and emergencies pursuant to RCW 28B.50.551.

Full-time daily rate of compensation: shall mean the salary of an employee received for each full day of service, exclusive of supplemental pay for additional duties, extracurricular service, and exclusive of fringe benefits, such as health or other insurance premiums.


Previous calendar year: shall mean the period commencing January 1 and ending December 31 of any year preceding an eligible employee's request to be remunerated for unused sick leave.

Retirement: shall mean the termination of employment by an eligible employee due to age or physical disability and the receipt of a regular monthly pension benefit from the retirement plan in which such employee held required membership; except that for the purpose of this definition, retirement due to age shall not be considered to have occurred prior to attainment of age fifty-five.

Contracted employment: shall mean that period of time covered by an individual employment contract or letter of appointment and during which services are performed by the employee.

Full day: shall mean the length of contact time per day as defined in the negotiated bargaining agreement or letter of appointment.

Questions about leave should be directed to Payroll and Benefits, x5836

APPROVAL:	
By: 	Date: <u>2-16-18</u>
Vice President signature	