

LEAVE OF ABSENCE FORM INSTRUCTIONS

You must complete this form and submit it to your supervisor for approval **prior** to taking any type of leave, with the exceptions of sick leave and injury/illness in-line-of-duty leave. You only need to complete this form as a CORRECTION when your time planned or time taken varies from that initially requested. For more information

A single form may be used for more than one type of leave.

Leave must be reported in quarter hour increments: 15 min. = .25, 30 min. = .50, 45 min. = .75, 1 hr. = 1.00.

COURT RELATED LEAVE - Attach a copy of the jury summons or subpoena. For more details, see SCC Policy 2.110.

FAMILY MEDICAL LEAVE - Additional forms are required. Contact Human Resources for information regarding this leave. For more details, see SCC Procedure 2.2200

ILLNESS/INJURY IN-LINE-OF-DUTY LEAVE – Contact the Risk Management Office prior to using this leave. Attach a copy of the Notice of Injury form and the physician’s authorization for return to duty (if applicable). For more details, see SCC Procedure 2.1100.

37.5 hours or less - Complete this form upon your return to duty.

Exceeds 37.5 hours - Complete this form and attach a physician’s authorization for the absence as soon as possible (prior to or during the leave).

Note: Prior to or upon return to duty a physician’s statement of return to duty status must be submitted to the Risk Manager.

MILITARY LEAVE - Attach a copy of the military orders indicating the beginning and ending dates of the leave. For more details, see SCC Policy 2.110

PERSONAL LEAVE -Limited to 30 hours per calendar year; non-cumulative beyond the current calendar year. This leave is subtracted from your sick leave balance. For more details, see SCC Procedure 2.2000.

PERSONAL LEAVE WITHOUT PAY - Requires the signature of the supervisor and the next level supervisor.

PROFESSIONAL LEAVE WITHOUT PAY - Attach documentation. Requires vice presidential signature of approval.

SABBATICAL LEAVE - Attach copy of approved sabbatical application. For more details, see SCC Procedure 2.2300.

SICK LEAVE - 37.5 hours or less - Complete this leave form upon your return to duty.

Exceeds 37.5 hours - Complete this form as soon as possible (prior to or during the leave). Attach a physician’s authorization. For more details, see SCC Procedure 2.2000.

SICK LEAVE CARRYOVER – This leave is accrued only if a person has over 330 hours of Annual Leave on December 31. Excess Annual Leave will be placed in the Sick Leave Carryover. Sick leave carryover balances should be exhausted prior to use of sick leave. For more details, see SCC Policy 2.111.

SICK LEAVE POOL – Contact Human Resources prior to using this leave. This leave must be pre-approved. For more details, see SCC Procedure 2.2100.

ANNUAL LEAVE – Annual leave balances exceeding 44 days (330 hours) as of December 31 shall be reduced to 330 hours as of January 1 each year. The remainder of leave over 330 hours will be placed in Sick Leave Carryover. Executive Management can carry forward a balance of 60 days (450 hours). For more details, see SCC Policy 2.111.

EMERGENCY COLLEGE CLOSING – A message will be sent campus-wide when this leave should be used.

DISTRIBUTION OF FORM

EMPLOYEE - Submit form to your supervisor.

SUPERVISOR - Once leave is approved forward the form to the next level supervisor if required. If no further approvals are required, submit the form to the timekeeper for the employee’s department.

NEXT LEVEL SUPERVISOR - Once leave is approved submit the form to the timekeeper for the employee’s department.

DEPARTMENT TIMEKEEPER -

Maintain the original of all leave forms in your department files as they are subject to college review and/or State Audit review at any time.

Return a copy to the employee.