

**Manhattan Area Technical College
Institutional Policy and Procedure Manual**

Policy No. 7.8.2

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| Title: Faculty Leave Policy | |
| Originated by: Vice President of Business Services | |
| Signature | Date |
| Approved by: | |
| Signature | Date |
| Reviewed on: | Revised on: 08/23/2011 |

NOTE: *This policy contains excerpts copied directly from the 2011 – 2012 MATC Negotiated Agreement and shall be revised each year as necessary to align with said agreement.*

Policy Statement: This policy has been developed to provide all faculty members with a consistent procedure regarding requests for absences from work.

Rationale: All employees are provided with leave according to their employment classification. Leave is defined as vacation leave, personal leave, or sick leave. Other types of leave are also addressed in this policy.

Procedure:

1. Substitutes

- A. In the event a faculty member must be absent due to illness or other authorized leave, the faculty member's classes will be covered by either a colleague, a department head, the Vice President of Instructional Services (VPIS), or through the use of out-of-class assignments.
- B. If the absence is expected to last more than two school days, an adjunct faculty member may be hired at the discretion of the VPIS and paid according to a pro-rated scale based on the adjunct faculty pay policy.
- C. The absent full-time faculty member will not be held responsible to pay for any of the adjunct fees or pay.

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2. **Leaves** : The following excerpt is from the MATC 2011-2012 Negotiated Agreement.

A. Sick Leave.

1. Each full-time faculty member is entitled to seven hours of sick leave for each twenty days of contracted time and seven hours of sick leave for any fraction thereof for personal illness or injury each year.
 - a) A faculty member employed less than full-time shall be entitled to an equivalent amount of sick leave pro-rated on the percent of contracted time.
 - b) Hours of such leave not used may accumulate to six-hundred-thirty (630) hours.
2. Maternity Leave: Disabilities caused by or contributed to pregnancy, miscarriage, abortion, childbirth and recovery from, are, for all job related purposes, temporary disabilities and will be treated as such under the College faculty member sick leave plan.

B. Other Leave Chargeable to Sick Leave.

1. Absences chargeable to accumulated sick leave (other than for personal illness or injury) may be for the following reasons and are subject to the limitations listed:
 - a) Illness or injury of faculty member's family.
 - b) Established holidays of recognized religious denominations or sects.
 - c) Bereavement leave.
 - d) Adoptive leave.
2. The President or his/her designee may at his/her discretion grant extra leave without loss of pay if the circumstances so warrant. If such leave is granted, it may be charged against either sick leave or personal leave at his/her discretion.

- C. Personal Leave. Each full-time faculty member is granted fourteen (14) hours per year for personal business. Faculty members less than full time shall be entitled to an equivalent amount of personal leave pro-rated on the percent of contracted time. A full-time faculty member who completed the previous year with an accumulated sick leave of six-hundred-thirty (630) hours will be awarded an additional seven (7) hours of personal leave. Days of such leave not used may accumulate to thirty-five (35) hours. Said leave is subject to the following limitations:

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1. Personal leave must be requested four (4) business days prior to the date to be taken; administrative response will occur within two (2) business days of submission.
 2. No more than five (5) percent of the faculty shall take personal leave on any one day.
 3. Leave for personal business may not be taken during the contract days prior to the start of school, the first week of school, or the days before or after any regularly scheduled vacation period (Thanksgiving, Winter Break, Spring Break) except where public transportation cancellations prevent timely reporting of duty. (Faculty members with at least three-hundred-fifty (350) hours of accumulated sick leave and ten (10) years of service to USD 383/MATC may take earned personal leave before or after any regularly scheduled vacation period as long as substitutes are available.)
 4. Upon approval of the President, a faculty member may convert one (1) sick leave day per year to a personal day.
 5. No more than five (5) percent of the faculty should use personal leave during the last week of school.
 6. Faculty members who have unused personal leave hours over and above their maximum accumulation (35 hours) will be reimbursed \$60 per day (7 hours) for each day above the maximum accumulation. Payment for said personal days will be made in June.
 7. The President or his/her designee may at his/her discretion grant extra leave without loss of pay if the circumstances so warrant. If such leave is granted, it is charged to personal leave. The request for such leave is in writing prior to said leave.
- D. Part-time Leave of Absence. A faculty member who has been employed by the college for three (3) consecutive years may apply for a half-time assignment for family reasons or for academic study. This leave must be for a full academic year. Approval by the President is for a period of not more than two (2) years. Upon approval, the half-time assignment is for one-half pay.
- Application for a half-time assignment is effective at the beginning of an academic year and is made on or before May 15 of the preceding academic year. The President may, upon request, extend the leave up to one year.
- E. Extended Leaves - Without Pay. Specific leaves may be granted for the following reasons:

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1. **Health Reasons.** A faculty member whose personal illness extends beyond accumulated sick leave may be granted a leave of absence of up to one year without pay or increment. Request for such leave must be accompanied by a statement from a physician that such leave is necessary. Upon return, the faculty member is assigned to the same or a comparable position he/she held prior to such leave.
2. **Family Leave.** A faculty member is granted up to twelve (12) unpaid work weeks of leave during a twelve (12) month period for the following reasons:
 - a) Because of the birth of a child and the decision to provide care for that infant;
 - b) Because of placement of a child with the faculty member for adoption or foster care;
 - c) In order to care for the spouse, child, or parent of a faculty member who has a serious health condition;
 - d) Because of a serious health condition that makes the faculty member unable to perform the essential function of his/her job.

Where spouses work for the College, they will be allowed twelve (12) weeks between them to take family leave to care for a child, spouse, or parent. Upon returning, the faculty member is assigned to the same or a comparable position to that he/she held prior to such leave. The President may upon request extend the leave up to one year.

3. **Military Leave.** Military leave or alternate service as designated by Selective Service is granted without pay to any faculty member who is inducted into active military service. Upon return from such leave, the faculty member is placed on the salary schedule at the level that he/she would have achieved had such leave not been taken. Military leave is up to eighteen (18) months at a time, and the faculty member must renew his/her leave each eighteen (18) month period thereafter for the duration of the military service.
 4. **Personal Leave of Absence Without Pay.** Extended leave of absence is for a maximum of one year. Application for leave must be a minimum of six (6) months before the requested beginning date. Qualification requires a minimum of six (6) years' employment by the college.
- F. **Leave Without Pay.** A faculty member who is not on sick leave or personal business leave and is not at work and who desires a leave of absence requests a leave of absence for a specific period of time. Such request is directed to the President or his/her designee in writing. Such leaves of absence may be granted for a specific period, and it is the obligation of the faculty member to return to work or

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to request the leave to be extended at the expiration of said leave of absence. Any faculty member who fails to return at the expiration of a leave of absence may be terminated with ten (10) days' written notice. Leave without pay is granted only under extreme situations when such leave is not covered by the conditions of this article.

G. General Provisions.

1. Extended leave is defined as 6 to 12 months; short-term leave is defined as less than six (6) months.
2. Accrued sick leave is not payable to a faculty member at termination under any circumstances except as described by Article XIII, Section C.
3. Any faculty member absent for any period of time because of accident or injury, irrespective of whether such injury was suffered within or outside the scope of employment, or for a period of more than five (5) working days to illness, may be required to submit a written statement from a physician stating he/she is physically able to return to duty. When requested, this statement is to be presented in person before the faculty member returns to duty in order that the present state of convalescence can be discussed.
4. The President may postpone the return of duty if he/she should conclude that the faculty member is physically unable to perform his/her duties or if the faculty member's condition is such that there would be a hazard of further injury.
5. The College may require a physical examination by a physician (a physician is a person licensed to practice medicine in the state of Kansas) if such is deemed necessary to make a proper conclusion as to the faculty member's fitness to return to duty. The faculty member may designate the physician and pay all costs or accepts a College-designated physician. If the faculty member accepts a College-designated physician, the cost of the physical will be paid by the College.

H. Jury Duty. Faculty members receiving notice to serve jury duty must provide documentation of the notice. Faculty members who serve jury duty receive their full salary during the period of such service.

I. Legal Leave. Faculty members receiving a subpoena to testify in an MATC-related court case must provide documentation of the subpoena. Faculty members receive their full salary during the absence due to the subpoena.