

Vacation Leave

Vacation Leave is accrued at the end of the pay period and cannot be taken until the pay period following the date in which it was accrued.

Grant employees may use and accumulate vacation leave each year prior to the grant closing date. Any unused accumulation at the end of the fiscal year, at the termination of employment, or the termination of the grant will be forfeited. However, if grant provisions allow, if funds are available, and written approvals are made by the grant administrator and the College President, the employee will be paid for accrued leave up to the previously stated yearly total, at the grant termination or if the employee/employer terminates employment for whatever reason, for up to one year's accumulation in the employee's leave account only. Additional information on Vacation Leave can be found in DEC (LOCAL), Leave and Absences, Compensation and Benefits.

Religious Holiday Leave

An employee who requests time off to observe a religious holiday that does not fall on a recognized College holiday must be allowed to take vacation leave or leave without pay, unless the employee does not have enough accrued leave, or granting the request would cause significant disruption in the business of the department or otherwise cause undue hardship for the department or the College. The employee must obtain such approval in advance. If the college is closed due to inclement weather the employee will not be charged any time toward their Annual Leave accrual.

Sick Leave

An employee whose status is designated at a 1.0 Full Time Equivalency (FTE), or part-time exempt (Professional), or part-time non-exempt (Classified) staff member designated at a 0.80 FTE or greater will accrue sick leave hours based upon their individual full or part time status.

- Full-time is defined as a 1.0 (FTE) and is equal to working 40 hours per week or equivalent to instructing 15 equated semester hours per long semester-based upon a 9 or 10-month faculty contract.
- Part time is defined as a 0.8 FTE up to 0.99 FTE on a regular basis and is approximately equal to working 32 to 39.9 hours per week or equivalent to instructing 12 to 14.99 equated semester hours per long semester.
- Part-time instructors working less than a 0.8 FTE based upon a standard 15 equated semester hour load or a 40 hour work week are not eligible for sick leave accrual.

Grant funded employees will earn the same sick leave accrual as eligible, regular status College employees, subject to grant funds availability. Grant funded employees' accrued sick leave benefits may not be paid prior to or after the grant expiration date, subject to grant provision or authorized leave approval. Grant funded employees who are hired or transferred to a College funded position will not be allowed to transfer accrual of sick leave hours from their Grant funded position to the College funded position.

There may be instances in which a college position is partially funded by grant funds. The grant funds must be sufficient to cover the cost of the usage of leave and costs will be assessed against the grant if an employee transfers to another fully funded college position, or; if the position reverts to a fully funded college position.

Sick Leave Accrual

Sick leave is accrued and posted to an eligible employee's sick leave account at the end of each month at the rate of eight (8) hours per month. Part-time (0.8 FTE to 0.99 FTE) exempt (Professional) and non-exempt (Classified) employees will earn a prorated amount of sick leave for each month worked. For example: a person working part-time on a 0.8 FTE basis will earn 6.5 hours (rounded to the nearest quarter hour) for each month worked and pro-rated further for each partial month worked.

Temporary, full-time faculty members who are paid from the Part-time/Overload Faculty Salary Schedule and are designated as full time (1.0 FTE) for that semester will accrue sick leave monthly for each long semester worked up to the accrual limit for temporary full-time faculty but will not accrue any sick leave during the summer semester. Nine month or greater contractual faculty members will accrue sick leave during the summer semester for each month or partial month they are instructing up to the 1,040 hour accrual limit.

New employees must have reported for duty to be eligible to take sick leave.

Faculty members who have accrued sick leave hours during a temporary full-time appointment and are subsequently hired to a regular full-time position may transfer accrued sick leave hours up to the 32-hour accrual limit.

An illness which occurs during an eligible employee's vacation leave or recognized holiday may be charged to sick leave. A physician's statement verifying the period of illness may be required.

When a regular full-time or regular part-time employee has accrued the maximum permissible sick leave amount of 1,040 hours and is absent for reasons specifically provided for in this policy, the number of hours absent shall be subtracted from the number of hours accrued. The employee may then begin to accrue sick leave until the employee once again has the maximum permissible hours of accrued sick leave.

Temporary, full-time faculty members are subject to the same terms listed in this paragraph but are also subject to the 32-hour cap.

Employees who request sick leave without the amount of time accrued will deduct this time from any leave balances accrued for compensatory time, vacation leave, and personal leave for faculty, with compensatory time being deducted first. If there are no accrual balances, the time taken will be Leave without Pay (see DEC Local) Compensation and Benefits – Leaves and Absences.

Sick Leave Reinstatement After Layoff and Rehire

The unused sick leave balance, as of the date the employee is separated, will be reinstated upon the employee's request if recalled from layoff within 185 calendar days of the date of the action.

Employees rehired and reporting to work within or on the 120th calendar day after employment separation will resume sick leave accrual at the rate in effect at the time of separation, but will not be given credit for unused sick leave at the time of their separation. Employees rehired or reinstated after the expiration of time limits specified in this section are considered as new hires.

Leave Abuse

The College may refuse to pay leave if it is determined that the claim for leave was fraudulent and may take disciplinary action for leave abuse. Abuse of leave may be cause for denial of leave.

Grant Funded Reporting

- In compliance and at the same time as an employee submits his HR Time Sheet, any employee that is paid by Federal Funds must also document their time and effort related to the specified and approved grant activities. The employee must submit both documents when timesheets are due in the Payroll office.
- All time and effort sheets must be reviewed and approved by the supervisor. Once the time and effort sheet is completed, it is submitted to the Grant Director for final approval and then filed for documentation of federal expenditures of funds.
- Quarterly, all time and effort sheets are sent to Director of Accounting to ensure that all efforts reported on the time and effort sheets meet the requirements of the grants and indicate work specific to the grant that supports the expenditure of the federal funds and keeping Temple College in compliance with standard auditing practices.

General Sick Leave Notification

Employees must report any unplanned absence due to illness or injury to his or her immediate supervisor before the start of the scheduled work shift. Supervisors have discretion to take emergency situations into account if the employee is unable to call before the start of his or her shift.

Failure to report an absence or request sick leave not in accordance with this policy may be cause for denial of approval and include disciplinary action.

Faculty Sick Leave Notification and Reporting

Texas Government Code Sec. 661.203-“Faculty at Institutions of Higher Education: A faculty member at an institution of higher education must submit a prescribed leave form for all sick leave the faculty member takes if the absence occurs during the normal workday for regular employees, even if no classes are missed.” Sick leave requests are submitted through Self-Service.

For purposes of this policy, a class/lab is defined as an online, hybrid, web-enhanced, and/or lecture class/lab. Faculty who miss instructing a scheduled class or classes are expected to report the time missed to the proper department chair or dean. Faculty shall be charged sick leave hours equal to the actual scheduled class time or office hours missed in 15 (fifteen) minute increments.

Faculty on leave can be expected to make reasonable accommodation for substitute instructors. At a minimum, this should include providing a syllabus and basic lesson plan for the class to the substitute or Department Chair.

The smallest amount of leave that can be taken is fifteen-minutes.

Leave of Absences

Compensated

Upon advance approval of the President, an employee may be absent from duty for a limited length of time, without reduction in salary, for purposes leading to the professional growth of the individual.

Any employee who is granted compensated leave may continue participating in the College medical, life, and disability plans. Contributions will be determined as they are for an active employee.

Non-compensated

Employees may be granted a non-compensated leave of absence not to exceed one year by the President. Such leaves of absence will not be counted as breaking a continuity of employment at Temple College; however, they will not be counted toward the total years of service to the College in determination of retirement, vacation, etc.

During a non-exempt employee's first year of employment, the employee may be absent up to 24 work hours during a pay period, provided such situations would otherwise qualify as eligible for Sick Leave. The unpaid hours are only applicable once all available leave has been exhausted. The employee shall be required to provide a letter from their physician attesting to the necessity of any unpaid absence. Any unpaid absence beyond 24 hours, or if abuse of the unpaid leave days is determined to have occurred, the employee shall be subject to disciplinary action.

During an exempt employee's first year of employment, the employee may incur a negative Sick Leave balance of the lesser of 24 work hours or the expected amount of leave the employee will accrue by fiscal year end. The negative balance shall only be used for situations that qualify as eligible for Sick Leave. All vacation, sick or personal leave must be exhausted prior to the employee being allowed to incur a negative Sick Leave balance. The employee shall be required to provide a letter from their physician attesting to the necessity of the absence. Any negative leave balance beyond the lesser of 24 work hours or the expected amount of leave the employee will accrue by fiscal year end, or if abuse of the negative sick leave hours is determined to have occurred, the employee shall be subject to disciplinary action. If an employee has a negative leave balance upon separation from the College, a deduction equivalent to the negative balance will be withheld from the employee's final pay.

After an employee's first year of service, unpaid leaves of absence will be approved in accordance with the College's FMLA policy.

If an employee has an extended unpaid leave request, the request shall be submitted to Human Resources for consideration. The Human Resources department will submit the request to the President for approval as needed.

Any employee who is granted a non-compensated leave such as Family Medical Leave or Leave without Pay may continue participation in the College medical, life, and disability plans. Coverage will be subject to the terms and conditions of each plan. Also, participation will be continued provided the employee pays the entire cost of coverage. When application is made for the leave, the Business Office will arrange for payment of the amount necessary to keep the coverage in force.

Faculty Personal Leave Absences

The College will grant full-time faculty members, without vacation time benefits, twenty (20) hours of personal business time with pay per fiscal year. (See DEC (Local) Compensation and Benefits – Leaves and Absences. Time off for personal business must be requested and approved at least one week in advance (unless the absence is due to an emergency) through the appropriate Department Chair and Division Director. Personal leave hours will be deducted for actual class time and office hour time missed for the days requested.

Faculty members should not request to be absent from the College on personal leave during the first or the last week of the scheduled class(es). When personal business time off is granted, the first twenty (20) hours taken will be with pay. The smallest amount of Personal Business leave time that can be taken is fifteen-minutes.

Should the faculty member request more than twenty (20) hours off for personal business, such additional time off, if approved by the Division Director, will be charged to the faculty member.

The charge will be determined from the Substitute Teacher Schedule and will be deducted for all classes missed, whether or not a substitute teacher is actually used. If the Division Director does not approve the additional hours requested that are beyond the twenty (20) hour allowance, the time will be reported as leave without pay.