

NORTHEAST COMMUNITY COLLEGE POLICY MANUAL

SECTION 7– HUMAN RESOURCES SUBSECTION 74 – EMPLOYEE BENEFITS - LEAVES

POLICY NUMBER: BP – 7410

EMPLOYEE LEAVE

1. POLICY REASON/PURPOSE/INTENT

To establish employee leave offered by the College.

2. DEFINITIONS

N/A

3. POLICY

3.1 The College shall offer the following employee leave in accordance with the provisions of State and Federal law as applicable:

- 3.1.0 Adoption Leave
- 3.1.1 Annual Leave
- 3.1.2 Emergency Leave
- 3.1.3 Family and Medical Leave
- 3.1.4 Jury/Court Leave
- 3.1.5 Leave of Absence
- 3.1.6 Military Leave
- 3.1.7 Personal Leave
- 3.1.8 Sick Leave
- 3.1.9 Maternity Leave

3.2 Employee leave is administered in accordance with college procedures.

4. APPLICABILITY

N/A

EFFECTIVE DATE: 01/10/2019

ORIGINAL ADOPTION DATE: 01/10/2019

REVISION DATE (AND BOARD OF GOVERNORS' MINUTES ITEM NUMBER): 01/10/2019
(item #12429)

PRIOR POLICY/PROCEDURE NUMBER: none

SCHEDULE FOR REVIEW: 2024

DIVISIONS/DEPARTMENT RESPONSIBLE FOR REVIEW & UPDATE: Human Resources

SPONSORING DIVISION/DEPARTMENT: Human Resources

RESCINDED DATE: none

LEGAL REFERENCE: none

CROSS REFERENCE: none

PROCEDURE(S) FOR POLICY: AP-7410.0; AP-7410.1; AP-7410.2; AP-7410.3; AP-7410.4; AP-7410.5; AP-7410.6; AP-7410.7; AP-7410.8; AP-7410.9

RELATED POLICIES/REFERENCES: none

POLICY KEY WORDS: Adoption Leave; Annual Leave; Emergency Leave; Family and Medical Leave; Jury and Court Leave; Leave of Absence; Maternity Leave, Military Leave; Personal Leave; Sick Leave