

## AIMS COMMUNITY COLLEGE POLICY

### LEAVES OF ABSENCE

#### A. Holidays

Aims Community College observes annual holidays as approved by the Board of Trustees and detailed in the Leave Procedures.

#### B. Annual Leave

As applicable, employees of the College shall be granted annual leave at prescribed rates which shall be earned on a monthly basis and prorated as appropriate.

##### 1. President

The president shall earn annual leave in accordance with contractual agreement.

##### 2. Senior Managers and Administrators

Senior Managers and Administrators of the College shall earn 176 hours of annual leave per fiscal year.

##### 3. Staff

Exempt staff employed less than three years shall earn 120 hours of annual leave per fiscal year. Exempt staff employed more than three years shall earn 160 hours of annual leave per fiscal year.

##### 4. Non-Exempt Staff

Non-exempt staff employed less than two years shall earn 80 hours of annual leave per fiscal year. During the third through fifth years of employment, non-exempt staff shall earn 96 hours of annual leave per fiscal year. During the sixth through ninth years of employment non-exempt staff shall earn 120 hours of annual leave per fiscal year. Non-exempt staff shall earn 160 hours of annual leave beginning with the employee's tenth year of employment.

##### 5. Faculty

Faculty members shall not be entitled to annual leave.

##### 6. Maximum Annual Leave Accumulation

College employees shall not be permitted to retain more than 320 hours of annual leave at the end of a fiscal year. Leave in excess of 320 hours at the end of a fiscal year, in the absence of unavoidable circumstances, will be withdrawn. An employee upon separation shall not be paid for more than 320 hours of annual leave at the rate of pay on the employee's last day of work.

## **C. Sick Leave**

### **1. Accrual Rate**

As of July 1, 2009, benefited employees shall receive 8.0 hours of sick leave per month which will be granted on a monthly basis and prorated as appropriate.

### **2. Accumulation of Sick Leave**

College employees shall not be permitted to retain accumulated sick leave in excess of 640 hours at the end of the fiscal year. Associated Procedure 4-1600A: Leave defines employees who may qualify for a payout of sick leave.

### **3. Payment of Unused Sick Leave Balances upon Separation**

Associated Procedure 4-1600A: Leave defines employees who may qualify for payment of a portion of unused sick leave upon separation from the college. Payment to eligible employees shall be made according to Procedure 4-1600A: Leave.

## **D. Other Leave**

### **1. Military Leave**

Aims shall comply with military members' rights afforded by State and Federal law.

### **2. Jury Duty**

Aims shall comply with the Colorado Uniform Jury Selection and Service Act, C.R.S. §13-71-101 et seq.

### **3. Personal Leave**

As applicable, personal leave shall be granted to a maximum of 24 hours per fiscal year subject to proration. Personal leave does not accumulate and unused leave expires at the end of the fiscal year.

### **4. Bereavement Leave**

As applicable, employees may be afforded funeral or bereavement leave of up to three days per incident.

5. Other Paid Leave

As applicable, leave with pay may be afforded for volunteer activities, parental child education needs, and other circumstances as defined in procedure.

6. Leave Without Pay

As applicable, employees who are expected to return to employment at the College may be granted leave without pay after approval by the President.

7. Sabbatical Leave

Sabbatical leave may be granted by the Board of Trustees following the recommendation of the President in accord with Colorado statute C.R.S. 23-5-123. Sabbatical leave is a privilege, rather than a right, and should be granted only when it results in adding value to the institution, the students' education, and the College.

**E. Implementation of Policy**

The President shall implement and maintain procedures to carry out the intent of this policy.

**APPROVED: Aims Board of Trustees**

**Date: October 28, 1973**

**Revised: October 15, 1974**

**December 9, 1980**

**June 8, 1982**

**June 5, 1984**

**March 13, 1985**

**October 8, 1986**

**January 3, 1989**

**November 1996**

**March 5, 1997**

**January 7, 2004**

**June 28, 2006**

**June 24, 2009**

**February 17, 2014**

**Reviewed for Content: October 15, 2008**

[4-1600A](#) *Leaves of Absence*

[4-1600B](#) *Summer Hours*

*Note: Former Policies 4-1350 and 4-1605 were incorporated into this Policy.*