LEAVE

Administration of the leave program within the scope of established policy shall be the responsibility of the Vice President for Administrative Services. Paid leave for absences during the scheduled working hours shall be charged to the appropriate leave account of the employee.

An Application for Leave form is to be completed for all leave except petty leave. It is to be used for requesting annual leave and other such anticipated leave prior to taking it, as well as for reporting sick leave when the employee returns. It is the employee's responsibility to complete the duplicate form; submit it to their immediate supervisor, who in turn submits it to the vice president or his designee for approval, who in turn submits it to the Personnel Office. One copy will be returned to the employee and the other copy will be kept in the Personnel Office for inclusion in the employee's personnel file.

In addition to the instructions on the form, the following definitions should be observed in checking which kind of leave each particular application is for: "sickness" should be checked for absences to be charged to sick leave as provided for in the explanation of Piedmont Community College's Sick Leave Policy; "annual" should be checked for vacations, personal reasons, or for any other instances when an absence occurs; "other" should be checked for absences such as civil leave, maternity leave, birthday leave, educational leave (both with and without pay), funeral leave, etc., with an explanation added in the space provided.

A Leave Record Card will be provided for the employee's convenience in keeping a record of leave earned and leave taken.

HISTORY NOTE: Effective February 24, 1976; Revised October 12, 1988; October, 2001