

LEAVE ENHANCEMENT POLICY

Purpose:

To provide employees with a way to take time off during non-peak times and, by reducing their positions temporarily to half-time, stretch their accruals out over a longer period of time. The College benefits through monetary savings.

Eligibility:

Employees having calendar year obligations and paid on an annual salary basis may request leave enhancement.

Terms and Conditions:

1. The period specified in the leave request must coincide with a period in which the demand for the employee's services is lowest and the employee is not essential to the operational needs of the work unit.
2. Where more employees in a work unit request a leave enhancement for the same period than can be approved, approvals will be granted with due consideration to the date the requests were received and seniority.
3. Employees approved for leave enhancement will have no obligation to the college during the period of their leave, and they are subject to the following:
 - a. they will be placed in half-time and half-pay status;
 - b. they will charge annual leave accruals or personal leave credits at a half-time rate to support their half-pay status;
 - c. they will continue to turn in attendance reports showing the pro-rated half-time charge to accruals for each work day;
 - d. they will continue to earn leave credits, but at a pro-rated half-time accrual rate.
4. Employees approved for such leaves who are enrolled in health insurance will continue to participate at no additional premium cost.
5. Employees must understand that the half-pay status will result in only half-time retirement credit being earned (ERS and TRS) or half-pay retirement contributions being remitted (TIAA-CREF) during the period of leave.
6. The minimum period of enhanced leave which can be requested is one full pay period.
7. Employees requesting such leaves must have sufficient leave credits on the books at the commencement of such leave to cover the period of leave at the half-pay charge rate associated with their half-pay.

Process:

Completed and approved Leave Enhancement Request forms should be directed to the Office of Human Resources at least two weeks prior to the beginning leave date being requested.