

**Policy 3.2.4 Human Resources: Leave**

**TRI-COUNTY  
COMMUNITY COLLEGE**

**HUMAN RESOURCES  
LEAVE**

**POLICY  
3.2.4**

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- A. The College President shall be responsible for the administration of the leave program. The College's Human Resources office shall maintain leave records for all employees. The College will retain leave records for all separated employees for a period of at least five (5) years from the date of separation or longer as determined by applicable law.
- B. The following types of leave are authorized for the College's employees in accordance with state and federal law and these policies and procedures:
- |                     |                          |
|---------------------|--------------------------|
| Sick Leave          | Voluntary Shared Leave   |
| Annual Leave        | Family and Medical Leave |
| Educational Leave   | Child Involvement Leave  |
| Civil Leave         | Military Leave           |
| Workers' Comp Leave | Bereavement Leave        |
| Bonus Leave         | Leave without Pay        |
| Adverse Weather     | Holidays                 |
- C. Absences from work during scheduled working hours shall be charged to the employee's appropriate leave account.
- D. If an employee is unable to report for work, the employee shall notify the supervisor of the anticipated absence or tardiness as soon as possible stating the reason and the anticipated length of absence.

Adopted: 5/24/18 BOT