

Leave for Faculty Employees	Document No.	
	Effective Date	10-1-11
	Revision Date	5-17-11
	Revision No.	1.0
	No. of Pages	3

1.0 Purpose

This policy establishes guidelines for faculty employees to use leave.

2.0 Revision History

Date	Rev. No.	Change	Ref Section
5-17-11	1.0	Consolidated faculty leave polices for sick, birth or adoption, emergency, funeral, medical, legislative, consulting, and professional leave into one comprehensive policy that better reflects how faculty employees are granted and use leave.	

3.0 Persons Affected

3.1 Faculty employees who are eligible to receive employment benefits.

4.0 Policy

The policy of Casper College is to ensure the following.

4.1 Faculty employees have an opportunity for paid leave.

4.2 Leave is only for activities that occur during the faculty employee's contracted days.

4.3 Faculty employees take leave in accordance with this policy.

4.4 Deans may request documentation of an event for which a faculty employee requests leave.

4.5 Faculty employees do not accrue leave.

5.0 Definitions

5.1 Faculty. This job classification includes employees who are responsible for teaching and instruction. Faculty employees are employed on a faculty contract. Faculty employees are exempt from the Fair Labor and Standards Act.

- 5.2 Leave. This is paid leave for faculty employees to use for approved time off.
- 5.3 Allotment rate. The rate at which employees are provided leave. The college allots faculty employees leave on a per case basis.
- 5.4 Family and Medical Leave Act. This act requires covered employers to provide up to 12 weeks of unpaid, job-protected leave during the designated 12-month period. Eligible employees may use FMLA for incapacity due to pregnancy, prenatal medical care, or childbirth; for a serious health condition that makes the employee unable to perform the employee's job; to care for the employee's child after birth, adoption placement, or foster care; or to care for the employee's spouse, child, or parent who has a serious health condition.
- 5.5 Faculty Absence Request Form. This document is a one-page form used by faculty to request leave. The leave form lists the types of leave, a description of the activity, the arrangements made to cover class responsibilities, and signature lines for the faculty employee, department head, and dean. Completion of the leave form alone does not constitute the granting of leave.

## 6.0 Responsibilities

- 6.1 Faculty employees are responsible for working with their dean to use leave.
- 6.2 Faculty employees are responsible for providing documentation to their dean when requested.
- 6.3 Faculty employees will notify their department heads when they will be absent.
- 6.4 Faculty employees will work with their department heads to find a substitute to teach their classes.
- 6.5 Deans are responsible for granting leave in compliance with this policy and for applying the policy fairly and equitably among faculty in their school.
- 6.6 The Office of Academic Affairs is responsible for recording and monitoring leave.
- 6.7 The vice president of academic affairs is responsible for ensuring compliance to this policy and for ensuring that the policy is applied fairly and equitably between the different schools.

## 7.0 Procedures

- 7.1 Taking Leave

- 7.1.1 The faculty employee submits a Faculty Absence Request Form to his department head for notification.
- 7.1.2 The department head signs the Faculty Absence Request Form, verifying notification of leave, and returns the signed copy to the faculty employee.
- 7.1.3 The faculty employee submits the leave request form to his dean.
- 7.1.4 The dean approves the leave if it does not interfere with normal college operations and if a qualified college employee is available to fulfill job duties the faculty will miss during leave at no additional cost to the college. The faculty employee and the dean will determine an appropriate substitute, and if none can be found, the dean may allow classes to be canceled.
- 7.1.5 The dean notifies the Human Resources Department as soon as he is aware that a leave may be eligible to be covered by FMLA.
- 7.1.6 The dean signs and submits the Faculty Absence Request Form to the vice president of academic affairs.
- 7.1.7 The vice president of academic affairs approves or denies the leave. If the leave is approved, the request is filed in the Academic Affairs Office. If the leave is denied, the vice president of academic affairs will contact the dean to discuss options.
- 7.1.8 The dean will notify the faculty employee of any changes to the leave request or if the leave is denied.