

Legislative Leave for Administrative and Classified Employees	Document No.	
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	Revision No.	1.0
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1.0 Purpose

This policy establishes guidelines for administrative and classified employees to use legislative leave.

2.0 Revision History

Date	Rev. No.	Change	Ref Section
5-17-11	1.0	Policy rewrite.	

3.0 Persons Affected

3.1 Administrative and classified employees who are eligible to receive employment benefits and have been duly elected or appointed and certified as members of the Wyoming Legislature.

4.0 Policy

The policy of Casper College is to ensure the following.

4.1 Administrative and classified employees have paid leave to use to serve in the Wyoming Legislature.

4.2 Administrative and classified employees who use annual leave to serve in the Wyoming Legislature may keep any monies received from the legislature.

4.3 Administrative and classified employees who use legislative leave must forfeit any pay they receive from the legislature to the college.

4.4 Administrative and classified employees take leave in accordance with this policy.

4.5 Administrative and classified employees do not accrue legislative leave.

5.0 Definitions

5.1 Legislative Leave. This leave is time off to serve in the Wyoming Legislature during regular legislature, special sessions, or official legislative or committee meetings. Campaigning is not an eligible activity.

5.2 Leave Notification Form. This document is a one-page form used by employees to request leave. The leave form describes the type of leave, the dates and hours requested, and signature lines for the employee and the supervisor. Completion of the leave form alone does not constitute the granting of leave.

6.0 Responsibilities

6.1 Administrative and classified employees are responsible for informing their supervisor of their election to the Wyoming Legislature and potential leave dates.

6.2 Supervisors are responsible for granting this leave in accordance with this policy.

6.3 The director of human resources is responsible for ensuring compliance to this policy.

7.0 Procedures

7.1 Taking Leave

7.1.1 The employee notifies her supervisor as soon as possible of dates of regular legislature or special sessions or official legislative or committee meetings.

7.1.2 The supervisor grants leave as necessary.

7.1.3 Upon return to work, the employee completes the Leave Notification Form by checking the *Other* box and fills in the dates taken. The employee remits any legislative pay received, excluding any reimbursements for expenses, to the college.

Or

Upon return to work, the employee completes the Leave Notification Form by checking the *Annual* box and fills in the dates taken. The employee keeps any monies received from the legislature.