

Task: Application for Leave

Objective

At the end of this module, employees will be able to correctly identify and outline the general guidelines, documents and procedures to request leave from work.

Background Information

A systematic and comprehensive program of compensated and uncompensated leaves of absence is provided for benefits-eligible employees of HCC.

Downloadable Documents

Navigation:

From HCC home page at <http://www.hccs.edu>

> Faculty & Staff

> HR Forms (under Human Resources)

> Leave Benefits

- [Leave Application and Time Exception Form](#) - HR102

Process for Completing Task

Follow Instructions on the Leave Application and Time Exception Form HR-102.

1. The form is enterable online. Open it and enter the requested information in the shaded boxes.
2. Fill in the last four digits of the social security number and the name of employee requesting leave, and the date of the application request (MM/DD/YEAR).
3. Select the type of leave being requested from the drop-down menu. Leave types designated with an asterisk (*) require an explanation in the space provided.
4. Enter number of work hours requested for leave, and starting and ending dates of the leave.
5. When you have completed the form, print it, sign and date it.

6. The form also requires the signature of the immediate supervisor of the person requesting leave. A space for administrative approval is also provided for departmental/college-specific protocols that require a third signature.
7. Completed, signed forms should be given to the time entry person for payroll processing.
8. There is one additional step for employees at Coleman College and employees in the Human Resources, Information Technology, Payroll, and Police Departments. These employees are participating in the pilot of PeopleSoft (PS) Time & Labor, and they must enter their leave time electronically in PS, in addition to submitting leave forms to their supervisors. Training on PS Time & Labor for all other employees will begin in January 2010, with a target date of March 2010, for implementation throughout HCC.

Summary of HCC Leaves — Full Time Employees

Leave Type	Duration	Approval Required	Form(s) Required
Personal Leave <ul style="list-style-type: none"> • Personal illness • Family illness • Personal Business Leave 	Accrued at 12 hours per month of service up to max of 680 hrs Up to 24 hours per fiscal year	Supervisor	Application for Leave upon return to work; Illness > 5 working days — Unconditional Medical Release Application for Leave at least 24 hours prior to time off needed
Catastrophic Leave	Up to 720 hours for qualifying illnesses; accrual begins after maximum Personal Leave is accrued	Chief Human Resources Officer	Application for Leave Statement of Health Provider
Vacation	1-4 yrs* 80 hrs 5-14 yrs 120 hrs 15+ yrs 160 hrs *see policy for vacation earned during 1st year of service	Supervisor	Application for Leave (subject to work group needs)
Holidays	All official HCC holidays (22-23 days per year) depending on 12 month or 9 month full-time status	None	None

Bereavement Leave	Up to 3 days per occurrence for certain family members	Supervisor	Application for Leave
Recognized Religious Holy Days		Notice to supervisor	Application for Leave — counted as personal business or vacation leave
Jury Duty	Duration of jury duty	Notify supervisor at receipt of summons	Application for Leave Affidavit from Clerk of the Court
Mandatory Court Appearance		Supervisor	Application for Leave and copy of subpoena
Military Leave	Short Term — 15 days or less per federal fiscal year Long Term — job protection for total of 5 years	Notice to supervisor	Copy of orders
FMLA Leave (provides job protected, unpaid leave subject to meeting FMLA eligibility requirements)	Up to 12 weeks per year (rolling twelve months)	Supervisor	Request for Family or Medical Leave (at least 30 days prior to need for leave, if foreseeable) Certification of Health Care Provider, if applicable Unconditional Medical Release, when returning after personal illness
Sabbatical Leaves (faculty)	One semester at full salary; an additional consecutive semester at 75% salary	Sabbatical Leave Selection Committee makes recommendations to Chancellor for approval	Application for Sabbatical Leave Sabbatical Leave Agreement
Sabbatical Leaves (non-faculty)	Up to one semester for administrators	Endorsement by supervisor and president/vice chancellor Selection by sabbatical leave committee for approval by Chancellor	Application for Sabbatical Leave Sabbatical Leave Agreement
Voluntary Uncompensated Leave	Two weeks – 12 months	Supervisor President/VC Chief HR Officer Chancellor	Written request Personnel Action Form (PAF) - if approved

Glossary of Terms – Leaves

- Bereavement Leave— paid absences (without leave deductions) up to three days per occurrence due to death of certain family members per HR Policy.

Approved list of relatives for bereavement leave:

Spouse (husband, wife)

Children (son, daughter, step-son, step-daughter)

Grandchildren, great-grandchildren

Parents (mother, father, step-mother, step-father)

Spouse's Parents (mother, father, step-mother, step-father)

Parent's Siblings (aunts, uncles)

Siblings (brother, sister, step-brother, step-sister)

Spouse's Siblings (brother, sister, step-brother, step-sister)

Grandparents

- Catastrophic Leave — paid leave used (if accrued) in the event of a personal qualifying illness or injury. Requires submission of **HR Form 103** and approval by AVC of HR.
- Comp Time — compensatory time off given in lieu of overtime pay for **non-exempt employees only**. Comp time must be pre-approved by the immediate supervisor.
- FMLA Leave — in order to designate a leave as FMLA (provisions under the Family and Medical Leave Act of 1993), HR must verify eligibility. FMLA leave is unpaid job protection.
- Voluntary Uncompensated Leave — approved absences (without payment of salary) taken for reasons other than those provided for by other types of leave or because other leave accounts have been exhausted.
- Personal Business Leave — a subset of Personal Leave, up to twenty-four hours per year, to be used for attending to personal business that cannot be conducted outside of regular work hours.
- Personal Sick Leave — paid time off earned by eligible employees to be used for personal illness or illness of immediate family members.
- Sabbatical Leave — time off granted to eligible employees to continue formal education, do research, work on dissertations or manuscripts, gain work experience in a related field, travel to accomplish these goals, or pursue other professional development. Applications are accepted each year for a limited number of sabbatical leaves.

- Unconditional Medical Release — a document, signed by the attending health care provider, that verifies that an employee can safely perform all aspects of his/her job without restrictions. A release is required for absences of more than 5 working days.
- Vacation — paid time off earned by eligible employees based on service date and number of years of continuous full-time service.

Key Resource Persons

YOUR DEPARTMENT CHAIR/SUPERVISOR

DISTRICT BENEFITS OFFICE
Benefits Connection Line
Stephen Regan - Manager, Benefits Administration

hrbenefits@hccs.edu
713-718-2255
713-718-2255

YOUR HUMAN RESOURCES GENERALIST

Applicable Policy/Procedure

Online Navigation:

From HCC home page at <http://www.hccs.edu/>

> Faculty & Staff

> Policies & Procedures (under Employee Support)

> C:5, Compensation, Benefits & Leave Policies (under Human Resources)

Select one of the following:

- Section C:5.2, Benefits
- Section C:5.3, Leaves and Absences
- Section C:5.4, Family & Medical Leave
- Section C:5.7, Vacation