2416 – General Leave Requirements and Information

Leave Usage and Reporting

New employees must work one month before being eligible to use accrued Personal Leave.

The number of hours of leave benefits used must be reported on the College time sheet or other College approved time record. The number of hours reported must not exceed the number of hours an employee is normally scheduled to work each day.

If a scheduled holiday occurs while the employee is on leave, that day will be considered holiday time rather than leave time, if the holiday is surrounded by paid time (working or eligible paid leave).

The designation of “Paid” or “Unpaid” in the “Leave Requests” section on the College time sheet will need to be marked according to whether the leave is taken on a paid or unpaid basis.

The submission and verification of the employee’s time sheet shall be the responsibility of the employee and his/her supervisor.

Leave Codes

Leave Code	Leave Code Description
BRV/Bereavement Leave	Bereavement Leave Hours Taken
FMP/FMLA-Personal Leave	Personal Leave Hours Taken (for Family and Medical Leave)
FMS/FMLA-Sick Leave	Sick Leave Hours Taken (for Family and Medical Leave)
FMV/FMLA-Vacation Leave	Vacation Leave Hours Taken (for Family and Medical Leave)
P/Personal Leave	Personal Leave Hours Taken
S/Sick Leave	Personal Sick Leave Hours Taken
V/Vacation Leave	Vacation Leave Hours Taken

Accrued Leave Benefits (Vacation, Sick, and Personal Leave) Reduction Explanation
Vacation Leave hours taken (V) and Vacation Leave hours taken for Family and Medical Leave purposes (FMV), are both deducted from an employee’s accrued Vacation Leave benefits.

Personal Leave hours taken (P) and Personal Leave hours taken for Family and Medical Leave purposes (FMP), are both deducted from an employee’s accrued Personal Leave benefits.

Bereavement Leave hours taken (BRV), Sick Leave hours taken for Family and Medical Leave purposes (FMS), and Personal Sick Leave hours taken (S), are all deducted from an employee’s accrued Sick Leave benefits.

Leave Advancement

Sick Leave and Personal Leave benefits may not be advanced. Vacation Leave benefits may only be advanced to 12-Month Full-time Faculty-Fort Riley who can, when necessary, take their annual Vacation Leave allotment (240 hours) on an advanced basis so they can be gone without having a negative impact on College operations. If a 12-Month Full-time Faculty-Fort Riley member resigns or is terminated before the end of his/her annual contract, he/she will be required to repay the College for any advanced Vacation Leave.

Leave Exhaustion

Whenever an employee runs out of leave benefits in a particular leave category (Sick, Personal Leave, and Vacation) the employee must use all other eligible leave benefits before going on unpaid leave.

Unused Leave Benefits

Unused Personal Leave benefits will not be paid out at time of termination. Unused Sick Leave benefits will only be paid out as specified in the Early Retirement Benefits procedure. Unused Vacation Leave benefits will be paid out as a terminal allowance in lieu of vacation due at time of termination.

Further Information/Clarification of Employee Leave Procedures

These procedures are not meant to be all-inclusive. Please contact the Office of Human Resources with any questions regarding situations not specified in the procedure.

(Based on policy 1410; revised and approved by President on 06/09/08)

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