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Owner	Janet Nix: Chief Human Resources Officer
Area	2.0 Human Resources

## Employee Leave Types, 2.49

### PURPOSE

In alignment with Yavapai College (the College) values of integrity, accountability, and employee well-being, this operational policy establishes guidelines for employee leaves. The policy ensures that all employees have access to time off in compliance with applicable state and federal regulations, as well as the College policies. It provides a structured approach to different types of leave to support work-life balance and institutional needs.

### POLICY APPLICATION

This policy applies to all qualified full-time, part-time, and temporary employees of the College, including faculty, staff, and administration.

\*NOTE: Each Leave listed below has their own 'Policy Application' & 'Operational Policy'.\*

### OPERATIONAL POLICY

In collaboration with the Executive Leadership Team (ELT), the Chief Human Resources Officer (CHRO) designs and manages leave programs to meet the needs of employees and the College, and with the goal to achieve compliance with federal and state laws. The CHRO, or their designee, develops procedures for administering the leaves.

#### I. General Leave Provisions

- A. Employees must request leave following the procedures outlined in the respective leave policies.

B. Supervisory approval is required for all leave requests, except where otherwise mandated by law.

C. Employees are responsible for understanding their leave balances and ensuring compliance with the College leave policies.

D. Unauthorized leave or misuse of leave may result in disciplinary action.

## **II. Types of Leave**

### **A. HOLIDAYS**

The purpose of this policy is to outline the College's commitment to providing paid holiday leave to eligible employees in recognition of designated holidays throughout the year. This policy supports work-life balance, acknowledges national and institutional observances, and ensures consistent application across the College.

#### **POLICY APPLICATION**

This policy applies to regular full-time staff scheduled to work at least 30 hours per week for a minimum of nine months per year. Eligibility for holiday pay varies based on position classification, scheduled work hours, and contract duration. Part-time, casual/temporary, and student employees are not eligible for paid holidays.

#### **OPERATIONAL POLICY**

The College provides paid holiday leave to eligible employees in accordance with the annual holiday schedule designated by the College President. The holiday schedule includes recognized national holidays and institutional closures such as Spring Break and Winter Break.

Holiday pay is administered based on an employee's scheduled work hours and may vary accordingly. Observed holidays falling on weekends may be adjusted to the nearest business day. Employees on unpaid leave or in unpaid status are not eligible for holiday pay during that period. Employees required to work on a holiday may be compensated at an enhanced rate or offered alternate time off, in accordance with the College's procedures.

The College President, in collaboration with the Chief Human Resources Officer (CHRO) or their designee, reserves the right to revise the holiday schedule to meet operational needs.

Link to Procedure: [Holiday Procedure, 2.49.01](#)

### **B. VACATION LEAVE**

The purpose of this policy is to support employee well-being, work-life balance, and productivity by providing eligible employees with paid vacation leave. Vacation time allows employees to rest, recharge, and attend to personal matters while maintaining consistent operations across the College.

## **POLICY APPLICATION**

This policy applies to all regular full-time employees at the College who work a 12-month schedule. Eligibility, accrual rates, and maximum balances vary by employee classification and years of service. This policy does not apply to employees who work less than 12 months or less than 40 hours per week, who do not accrue vacation leave.

## **OPERATIONAL POLICY**

The College grants vacation leave to eligible employees based on their classification and length of service. Vacation time is accrued on a bi-weekly basis and must be used in coordination with department scheduling and with prior supervisory approval.

Employees may not accrue vacation leave beyond established maximum limits, and vacation time must be used responsibly to ensure continued College operations. Upon separation from employment, employees will be paid for unused, accrued vacation leave up to the applicable maximum. Vacation leave may not be used to extend an employee's final day of employment.

The Chief Human Resources Officer (CHRO) or their designee is responsible for overseeing the fair and consistent administration of this policy.

Link to Procedure: [Vacation Leave Procedure, 2.49.02](#)

## **C. LEAVE OF ABSENCE Non-FMLA**

The purpose of this policy is to outline the College's approach to managing unpaid leaves of absence when an employee's need for time away from work is not specifically addressed by other time off or leave policies. This ensures consistency, fairness, and alignment with operational requirements while supporting employees during temporary absences.

## **POLICY APPLICATION**

This policy applies to all College employees who request a leave of absence for personal or medical reasons not covered under other College leave policies. Leaves of absence without pay may be granted at the discretion of the employee's Department based on factors such as the nature and duration of the request, the employee's role and responsibilities, and the operational needs of the Department and the College.

Requests for extended leave or leave involving complex circumstances must be reviewed and approved by both the Department and Human Resources.

## **OPERATIONAL POLICY**

The College supports employee requests for unpaid leaves of absence when warranted and operationally feasible. Such leaves are considered temporary and must be coordinated in advance with the employee's supervisor. Approval is based on

business needs, the employee's position, and the ability to maintain departmental operations.

All requests must follow established procedures, and employees are responsible for maintaining communication regarding their leave status. While on unpaid leave, employees may be responsible for covering benefit premiums and will not accrue paid leave. Upon conclusion of the approved leave, the College will make reasonable efforts to reinstate the employee to the same or a similar position, but such reinstatement is not guaranteed unless required by law.

Link to Procedure: [Leave of Absence Procedure, 2.49.03](#)

#### **D. SICK LEAVE**

The College Sick Leave policy is designed to support employees who are unable to work due to personal or family health issues or emergencies.

##### **POLICY APPLICATION**

This policy at the College applies to all employees, including full-time staff, full-time faculty, part-time staff, adjunct employees, student workers, and temporary employees. Each employee's class has specific guidelines regarding the accrual and use of sick leave as outlined in the policy.

##### **OPERATIONAL POLICY**

The College understands that there may be times when employees are unable to report to work due to personal or family health issues or other emergencies.

All of the College's employees are eligible to accrue and use paid sick leave. This policy establishes guidelines and expectations for employees that are specific to the College's workplace.

Link to Procedure: [Sick Leave Procedure, 2.49.04](#)

#### **E. FAMILY AND MEDICAL LEAVE: FMLA**

The purpose of this policy is to ensure compliance with the federal Family and Medical Leave Act of 1993 (FMLA), as amended, by outlining the College's commitment to providing eligible employees with job-protected unpaid leave for qualifying family and medical reasons. This policy is grounded in the College's values of care, respect, and support for employee well-being during times of personal or family need.

##### **POLICY APPLICATION**

This policy applies to all eligible College employees who meet the federal FMLA eligibility criteria. FMLA provides up to 12 weeks of unpaid leave during a 12-month period for specific family or medical situations, and up to 26 weeks for military caregiver leave. Eligibility requirements and leave entitlements are based on federal law, and in any case of conflict between this policy and the law, the law shall govern.

## **OPERATIONAL POLICY**

The College provides Family and Medical Leave in accordance with the provisions of the FMLA. Eligible employees are entitled to take unpaid leave for qualifying reasons including, but not limited to: the birth or adoption of a child, caring for an immediate family member with a serious health condition, the employee's own serious health condition, and qualifying circumstances related to a family member's military service.

FMLA leave is job-protected, meaning that employees are generally entitled to return to the same or an equivalent position upon completion of the leave. The College will maintain the employee's health benefits during the approved leave period as required by law. The total amount of leave available, and the conditions under which it is granted and administered, will align with federal regulations and will be clearly outlined in separate procedural documents provided by the Human Resources Department.

The Chief Human Resources Officer (CHRO) or their designee is responsible for overseeing the consistent and lawful application of this policy.

Link to Procedure: [Family and Medical Leave: FMLA Procedure, 2.49.05](#)

## **F. PERSONAL DAYS**

The purpose of this policy is to provide eligible employees with the opportunity to use a limited number of paid personal days each fiscal year to address personal matters that cannot be scheduled outside of regular working hours, while maintaining operational efficiency and accountability.

### **POLICY APPLICATION**

This policy applies to all regular full-time employees who have accrued sufficient sick leave. It permits the use of up to three (3) paid personal days, equivalent to 24 hours, per fiscal year by converting sick leave for personal use. Personal days may not be used to extend vacations or College holidays and are not carried over separately from sick leave accruals.

### **OPERATIONAL POLICY**

Regular full-time employees may request up to three (3) paid personal days per fiscal year, deducted from accrued sick leave, to attend to personal matters that require absence during scheduled work hours. Requests are subject to supervisory approval and must not result in an employee exceeding their available sick leave balance. Any personal days not used within the fiscal year (July 1 through June 30) will remain in the employee's sick leave balance. Employees are responsible for accurately reporting personal day usage in accordance with established leave reporting procedures.

Link to Procedure: [Personal Days Procedure, 2.49.06](#)

## **G. SABBATICAL LEAVE OF ABSENCE FOR FULL-TIME FACULTY**

The Sabbatical Leave of Absence policy aims to enhance the professional development of full-time faculty at the College by allowing eligible faculty to pursue opportunities for increased subject matter expertise, improved student learning and outcomes, and alignment with strategic goals. This policy supports faculty in achieving personal and institutional growth while ensuring their commitment to return and contribute to the College following their sabbatical.

### **POLICY APPLICATION**

The Sabbatical Leave of Absence policy applies to all full-time faculty members at the College who have completed six continuous years of service in a probationary or continuing contract status, or six years since their last sabbatical. Faculty must apply for sabbatical leave and provide a plan outlining how the leave will enhance their professional development and benefit the College.

The responsibility for this policy lies with both of the College faculty and the administration. Faculty members are responsible for submitting their applications and adhering to the terms of the sabbatical. The College administration, including department heads and the Human Resources department, is responsible for reviewing applications, approving sabbaticals, and ensuring compliance with the policy. Faculty are also required to return to their duties for two years following the sabbatical, or repay the salary and benefits received during the leave if they fail to do so.

### **OPERATIONAL POLICY**

Full-time faculty are eligible to apply for a sabbatical leave of absence after six continuous years of full-time service to the College in probationary/continuing contract status or after six continuous years since the last sabbatical. Purposes for sabbaticals include, but are not limited to, enhanced subject matter expertise, improved student learning, improved achievement of desired student outcomes, improved performance of faculty duties, and achievement of some high-priority strategic direction for the program or the College.

Faculty granted a sabbatical leave for one-half their annual assignment will be eligible for salary equal to 100 percent of their normal salary for the period of the sabbatical, plus applicable employee benefits, to include: FICA, life, health, dental, LTD and retirement contributions. Sick leave does not continue to accrue during the sabbatical period. Accumulated days of sick leave will not be reduced as a result of illness during the sabbatical. For a full year sabbatical leave, the employee will be eligible for 60% of normal salary plus benefits.

Faculty granted a sabbatical leave are required to return to the College and resume duties for a period of two years immediately following the contract year of the sabbatical. If the sabbatical is for one-half year, the employee will return to the

College for the remainder of the contract year along with the two-year requirement noted above. Upon return, the employee may be assigned to other duties than those assigned when s/he took the sabbatical, but with no loss of pay or benefits.

Following the sabbatical, if the employee does not fulfill this obligation, they will be required to make repayment of salary and benefit costs incurred by the College during the sabbatical period. The College may, at any time, release the employee from the two-year requirement.

Link to Procedure: [Sabbatical Leave of Absence for Full-Time Faculty, 2.49.07](#)

## **H. FACULTY EXCHANGE LEAVE**

The Faculty Exchange Leave policy supports the professional growth of full-time faculty by facilitating exchange opportunities with faculty from other institutions. This initiative enhances collaboration, knowledge sharing, and academic enrichment, benefiting both faculty and the College.

### **POLICY APPLICATION**

This policy applies to full-time faculty members with at least three years of service. Eligible faculty may apply for an exchange leave while retaining salary and benefits. The program requires supervisor, campus dean, and Professional Growth Committee approval.

### **OPERATIONAL POLICY**

#### **1. Eligibility & Frequency**

- i. Available to full-time faculty with three years of service.
- ii. A three-year waiting period applies between exchange leaves.

#### **2. Compensation**

- i. Faculty on exchange leave receive full salary and benefits.
- ii. Leave does not impact salary schedule progress.

#### **3. Institutional Considerations**

- i. Exchanges must align with the College's academic and institutional needs.
- ii. The College may decline or adjust requests based on priorities and staffing requirements.
- iii. Faculty on exchange leave must uphold professional standards and College policies.

Link to Procedure: [Faculty Exchange Leave Procedure, 2.49.08](#)

## **I. SABBATICALS FOR PROFESSIONAL STAFF AND ADMINISTRATORS**

The Sabbaticals for Professional Staff and Administrators policy is designed to support the professional growth and intellectual development of the College staff and administrators. By providing opportunities for study or project work aligned with the College's strategic priorities, the policy aims to enhance the skills and knowledge of employees, ultimately benefiting the institution. Sabbaticals are granted based on budget, staffing, and programmatic considerations, ensuring that professional development aligns with the College's needs and resources.

### **POLICY APPLICATION**

The policy applies to all full-time professional staff and administrators at the College who have completed six continuous years of service, either in their current role or previously as faculty, or six years since their last sabbatical. Eligible employees must apply for sabbatical leave, detailing how their proposed study or project work aligns with the College's high-priority strategic directions or other intellectual development pursuits.

The responsibility for this policy lies with both the professional staff and administrators, and the College administration. Employees are responsible for submitting their sabbatical applications and adhering to the terms and conditions of the leave. The College administration, including department heads, the Human Resources department, and the College President, is responsible for reviewing and approving applications, considering budget, staffing, and programmatic constraints, and ensuring compliance with the policy. Employees are required to return to their duties for two years following the sabbatical or repay the salary and benefits received during the leave if they fail to fulfill this obligation.

### **OPERATIONAL POLICY**

Professional staff and Administrators are eligible to apply for a professional leave of absence (sabbatical) after six continuous years of full-time service to the College in a professional or, previously, faculty status, or after six continuous years since the last sabbatical. The purpose of the sabbatical will be for study or project work in relation to high priority strategic directions of the College or for other intellectual developmental pursuits. Granting of sabbaticals will be based on budget, staffing and programmatic limitations.

Employees granted a sabbatical leave for one-half their annual assignment will be eligible for salary equal to 100 percent of their normal salary for the period of the sabbatical, plus applicable employee benefits, to include: FICA, life, health, dental, LTD and retirement contributions. Sick and vacation leave do not continue to accrue during the sabbatical period. Accumulated days of sick leave will not be reduced as a result of illness during the sabbatical. For a full year sabbatical leave, the employee will be eligible for 60% of normal salary plus benefits.



Professional staff and Administrators granted a sabbatical leave are required to return to the College and resume duties for a period of two years immediately following the year of the sabbatical. If the sabbatical is for one-half year, unless excused by the College President, the employee must return to the College for the remainder of the year along with the two-year requirement noted above.

Upon return, the employee may be assigned to other duties than those assigned when they took the sabbatical, but with no loss of pay or benefits. This will be agreed to in writing and will be a part of the application process. Following the sabbatical, if the employee does not fulfill this obligation, they will be required to make repayment of salary and benefit costs incurred by the College during the sabbatical period. The College reserves the right to terminate the employment arrangement, releasing them from the two-year requirement.

Link to Procedure: [Sabbaticals for Professional Staff and Administrators Procedure, 2.49.09](#)

## **J. LEAVE OF ABSENCE FOR CIVIC DUTY**

The purpose of this policy is to recognize and support employees in fulfilling their civic responsibilities, such as serving on a jury or responding to a subpoena. This policy affirms the College's commitment to public service and ensures compliance with applicable laws while maintaining workplace continuity.

### **POLICY APPLICATION**

This policy applies to all College employees who are called to serve in official civic capacities, including jury duty, or being subpoenaed as a witness in a judicial proceeding. Eligible employees will be granted a leave of absence in accordance with legal requirements and institutional practices.

### **OPERATIONAL POLICY**

The College supports employees in meeting their civic obligations by granting leaves of absence for jury duty or when subpoenaed as a witness. Employees on such leave will be entitled to the rights, protections, and benefits afforded under applicable laws.

Link to Procedure: [Leave of Absence For Civic Duty, 2.49.10](#)

## **K. BEREAVEMENT LEAVE**

The College is committed to supporting employees during times of personal loss. In alignment with the College's values of equity and caring, this policy provides a paid bereavement leave benefit to eligible employees to support them in the event of the death of an immediate family member.

### **POLICY APPLICATION**

This policy applies to all regular full-time employees of Yavapai College. Regular part-

time, casual part-time, and student workers are not eligible for paid bereavement leave. Eligibility and leave allotment may be pro-rated based on employment status and work schedule.

### OPERATIONAL POLICY

Yavapai College offers up to five (5) workdays, or 40 hours, of paid bereavement leave to regular full-time employees upon the death of an immediate family member. Employees working less than 12 months per year or less than 40 hours per week are eligible for a pro-rated leave benefit. Bereavement leave may be taken in hourly increments and on non-consecutive days and is not charged to any accrued leave balances.

For the purpose of this policy, *immediate family* includes a spouse, child, grandchild, parent, grandparent, sister, brother, and the corresponding relatives of the employee's spouse. A *child* is defined as a natural child, adoptive child, foster child, or stepchild. A *parent* includes a natural parent, step-parent, adoptive parent, or surrogate parent (a person who raised the employee as their own).

The Chief Human Resources Officer (CHRO) or their designee is responsible for the administration and oversight of this policy.

Link to Procedure: [Bereavement Leave Procedure, 2.49.11](#)

## DEFINITIONS

**Immediate Family Member:** A spouse, child, parent, or other individuals as defined by the respective leave policies.

**Accrued Leave:** Earned leave that has been credited to an employee's leave balance.

**FMLA:** Family and Medical Leave Act, a federal law providing job-protected leave for qualifying medical or family reasons.

## RELATED PROCEDURES

[Bereavement Leave Procedure, 2.49.11](#)

[Holiday Procedure, 2.49.01](#)

[Faculty Exchange Leave Procedure, 2.24.08](#)

[Leave of Absence For Civic Duty, 2.49.10](#)

[Leave of Absence Procedure, 2.49.03](#)

[Family and Medical Leave Procedure: FMLA, 2.49.05](#)

[Personal Days Procedure, 2.49.06](#)

[Sabbatical Leave of Absence for Full-Time Faculty, 2.49.07](#)

[Sabbaticals for Professional Staff and Administrators Procedure, 2.49.09](#)

[Sick Leave Procedure, 2.49.04](#)

[Vacation Leave Procedure, 2.49.02](#)

[On-Call, Call-in and Closure Pay Procedures, 2.43.01](#)

[Vacation Cash Out Procedure, 2.22.01](#)

[Pay Administration Procedure, 2.42.01](#)

## RELATED POLICIES

[Compensation of Faculty and Staff, 2.42](#)

[Employee Classification and Status, 2.01](#)

[Absence of Instructors from Class\(es\), 3.25](#)

[Travel, 7.03](#)

[Vacation Cash Out, 2.22](#)

[On-Call, Call-in and Closure Pay, 2.43](#)

[Employee Leave Donation, 2.13](#)

## RELATED INFORMATION

[Fair Labor Standards Act](#)

[Yavapai College Travel Procedures Manual](#)

[AZ Reimbursement Rate Index](#)

[Request for Family Medical Leave Form](#)

[U.S. Department of Labor – Family and Medical Leave Act Information](#)

[Employee Rights under the Family Medical Leave Act](#)

[Request for Leave of Absence form](#)

[Faculty Absence Report/Substitute Pay Request](#)

## POLICY HISTORY

Adopted 02/28/2025

## Approval Signatures

Step Description	Approver	Date
Approval: PRC	Jamie Oltersdorf	Pending
Approval: Formatting & Admin	Jamie Oltersdorf	4/3/2025
Policy Owner Approval	Janet Nix: Chief Human Resources Officer	4/2/2025