

LEAVE DEFINITIONS

PURPOSE

To set forth the procedures governing the administration of the various types of "Leave".

SCOPE

These leave policies apply to all CFCE employees.

DEFINITIONS

Administrative Leave. Shall mean excused time from work with pay, which can be granted to employees for the specific purposes stated in Section 6.

Continuous Service. For the purpose of computing leave with pay, continuous service shall mean all service of an employee between date of appointment and date of separation; provided that pay periods shall not be counted in which an employee is in non-pay status for half or more of his assigned work hours.

Although such non-pay status is not to be included in computing length of continuous service, services immediately following the non-pay status shall be considered a continuation of the continuous service immediately preceding it.

Employees re-employed following a separation other than layoff shall be considered new employees for the purpose of annual and sick leave. Persons reinstated from a layoff list shall have their previous continuous service preserved and shall not serve a new probationary period.

Leave Year. Is the basic period for maintaining an employee's leave record, and comprises twenty six (26) bi-weekly pay periods in pay status.

Pay Period. Shall mean the time worked between the first and last day for which a paycheck is computed. The Center's payroll will be computed every two (2) weeks. A pay period is two (2) weeks long. A pay period begins on Friday and ends on a Thursday. Salaries will be paid on the Wednesday afternoon following the end of the pay period.

Pay Status. Employee is in pay status during any period for which he is receiving payment for services performed or paid leave time (annual leave, sick leave, jury duty, etc.)

Rounding. Except as otherwise stated in specific sections, fractional amounts of hours shall be rounded to the nearest quarter hours.

Vacation. Earned paid time off for leisure time, rest and to conduct other personal business.

Holiday. Paid time off for all employees to recognize traditional holidays.

Sick Leave Earned paid time off for illness of the employee and employee medical appointments.

Paid Personal Time Off. 8 hours of paid leave for activities such as jury duty and bereavement.

Extended Leave of Absence. An excused absence without pay beyond five working days. An absence involving paid time off is not considered a leave of absence.