



# MORGAN COMMUNITY COLLEGE

## REQUEST/AUTHORIZATION FOR LEAVE PROCEDURE

### **Guideline:**

It is the responsibility of the employee to comply with procedures for requesting and reporting leave. Leave is administered according to Colorado Community College System Board Policies (APT & Faculty) and the State Personnel Board Rules and Personnel Director's Administrative Procedures (Classified). Unauthorized absence may constitute grounds for dismissal or other disciplinary actions; e.g., the supervisor may charge unauthorized absence to sick or annual leave, or treat the absence as leave without pay and adjust the employee's salary accordingly. No leave may be taken before it is earned.

### **Staff Expectations:**

All employees are expected to work 40 hours per week, unless otherwise stated in their job description. Standard business hours are Monday – Friday, 8:00am – 5:00pm. The standard workweek begins at midnight Saturday, ending at 11:59pm on Friday. MCC recognizes that work hours for certain positions may fall outside of these days and hours. Each employee's work schedule must be agreed upon with their supervisor in order to meet the needs of their respective department.

### **Procedure:**

- In all cases, any leave or absence must be reported on a Leave Request/Report available on the MCC Portal under the Employee tab.
- Leave is available for use the month following the accrual.
- Annual leave, bereavement leave, jury leave, military leave, and community and parental leave must be requested and approved in advance. If you are unable to access the leave system prior to your absence, you can obtain written or verbal approval from your supervisor.
- Sick leave requests for medical appointments should be submitted in advance with as much notice as possible. It is the assumption of this procedure that the majority of appointments are not made with 24 hours' notice, however, special circumstances are recognized.
- If sick leave is used, a leave request/report must be completed within two days, by the employee upon their return to work following sick leave.
- If an employee is off work or has requested more than three days off for reasons other than annual leave or college business, a note from a properly credentialed supervising healthcare provider must be submitted to Human Resources prior to returning to work.
- Sick leave requests of 24 hours or more are routed to Human Resources for approval. If necessary, HR will provide Family Medical Leave information to the employee.
- All negative requests and FML requests are routed to HR for approval prior to routing to the supervisor.

### **Leave Procedure for Inclement Weather/Campus Closures:**

- Non-essential employees will be granted administrative leave when MCC has been closed or placed on a delayed start for the period of their schedule that occurs during the closure.

- MCC employees who are already on approved leave when the President closes the campus may not substitute administrative leave for the period of the closure. Employees will be paid according to their original approved leave.
- Employees considered hourly (to include student hourly) are to be paid for time worked and do not receive administrative leave for closures.

In the event of adverse weather conditions in the region, but when MCC remains open, the following conditions apply:

- Employees who are not able to reach the office as scheduled, either for the entire day, or who arrive late, may work with their supervisor to determine if an alternate arrangement in schedule or work location can be made. The decision rests with the supervisor, in their discretion, based on appropriateness of the request and business need.
- Employees affected by emergency road closures made by the State, county or municipal governments or by the Colorado State Patrol may be granted administrative leave if they are unable to reach the office.
- Employees who choose not to come to the office during their regularly scheduled time and are not able to fulfill their responsibilities remotely with their supervisor's approval, will be required to use annual leave for their time out of the office.