

# DAVIDSON-DAVIE COMMUNITY COLLEGE

## Human Resources

### LEAVE

#### POLICY 3.2.4

- A.** The College President shall be responsible for the administration of the leave program. The College's Payroll Department shall maintain leave records for all employees. The College will retain leave records for all separated employees for a period of at least five (5) years from the date of separation or longer as determined by applicable law.
- B.** The following types of leave are authorized for the College's employees in accordance with state and federal law and these policies and procedures:
- |                           |                          |
|---------------------------|--------------------------|
| Sick Leave                | Voluntary Shared Leave   |
| Annual Leave              | Family and Medical Leave |
| Educational Leave         | Child Involvement Leave  |
| Civil Leave               | Military Leave           |
| Workers' Comp Leave       | Bereavement Leave        |
| Bonus Leave               | Leave without Pay        |
| Inclement Weather         | Holidays                 |
| Personal Observance leave | COVID Booster Leave      |
- C.** Absences from work during scheduled working hours shall be charged to the employee's appropriate leave account.
- D.** It is the responsibility of every employee to report leave to his/her immediate supervisor by the employee's usual starting time in order to provide ample time to obtain adequate coverage for the employee's workstation. The employee must notify his/her supervisor on each day of absence unless other arrangements have been made. Failure provide proper notice may result in disciplinary action.
- E.** Failure to report to work, excessive absences, being absent from work without timely notification of appropriate supervisor, repeatedly being late to work or in reporting back to work following breaks or meal period, or unauthorized leaving of College premises during working hours violates the Employee Code of Conduct 3.3.3 and may result in disciplinary action up to termination.

Adopted: November, 2019

Updated: June, 2022

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