COLLEGE POLICY: 430

LEAVE POLICY

Cossatot Community College of the University of Arkansas ("UA Cossatot") utilizes the leave policies of the Office of Personnel Management as applicable to classified employees and extends the application of these policies to full-time non-classified employees (excluding faculty) proportionally to their work week and year.

ANNUAL LEAVE

Eligible employees, as defined by the University of Arkansas Board Policy (UA Board Policy) 420.1 accrue annual leave. Eligible employees will accrue annual leave at the rates set in UA Board Policy 420.1, of which a maximum of 240 hours may be carried over into the subsequent year. Any hours in excess of 240 will be forfeited if not used by December 31st of each year.

All Annual Leave is cumulative; however, no employee shall have over 240 hours accumulated on December 31st of each year. Accrued leave may exceed 240 hours during the calendar year.

LEAVE FOR GRANT & SPECIAL PROJECT PERSONNEL

All Annual and Compensatory Leave must be used before expiration of the current contract or it will be forfeited. In the event of termination, lump sum payment for accrued leave and holiday time will not exceed the remaining days of the contract.

SICK LEAVE

Eligible employees, as defined by UA Board Policy 420.3, accrue sick leave. Eligible employees will accrue sick leave at the rate set by UA Board Policy 420.3, of which up a maximum of 960 hours may be carried over into the subsequent year. Any hour0073 in excess of 960 will be forfeited if not used by December 31st of each year. Non-faculty may donate accrued sick leave to the Office of Personnel Management Catastrophic Leave Bank by completing a donor application located in the human resource office.

USAGE OF SICK LEAVE

Sick leave is to be used only in the following circumstances: (1) the employee is unable to perform the employee's regular duties because of sickness or injury, (2) for treatment by or consultation with a licensed health care provider, or (3) to bond with the employee's child (including an adopted child) or child placed for foster care within 12 months following a birth, adoption, or placement for foster care.

Absences due to illness or disability, except in cases of maternity leave, are charged in the following order: (1) Earned sick leave; (2) Earned annual leave; and (3) Leave without pay.

Employees utilizing sick leave should contact their supervisor a minimum of one (1) hour prior to

the start of their shift to ensure continuity of business operations. Employees who miss multiple days must call in each day or otherwise notify their supervisor of their intent to be out. Employees who use sick leave for three (3) or more consecutive workdays must provide a documentation from a healthcare provider verifying the need for the absence upon returning to work.

ABUSE OF SICK LEAVE

An employee's entitlement to sick leave can be abused by using it for an improper reason, misrepresenting the reason for requesting sick leave, or using sick leave without medical documentation when warranted. To avoid the abuse of sick leave privileges, UA Cossatot may require a statement from a healthcare provider or other acceptable proof that a health condition or medical appointment has rendered the employee unable to work. Such documentation may be required whenever an employee uses sick leave under one of the following conditions:

1. When an employee maintains a zero or near-zero balance of sick leave without documentation of the need for such high utilization; or

2. When an employee routinely use sick leave on Mondays, Fridays, before holidays, or after holidays.

An employee may be disciplined for abuse of sick leave in accordance with College Policy 464 Uniform Conduct Standards, for falsification of work time or misuse of leave.

The medical documentation required under this policy may be limited to the following information: (1) the date on which the employee was seen (if any); (2) whether an absence was medically necessary; (3) whether alternative appointment times, which might accommodate an instructor's teaching schedule and other on-campus duties, were available; (4) the date on which the employee will be able to return to work; and (5) any workplace restrictions that might be medically necessary.

FAMILY MEDICAL LEAVE ACT

An absence that exceeds three days may be covered under the College Policy 434 Family Medical Leave Act. The medical documentation required under this sick leave policy is not necessarily identical to the Physician's Certification that is required for qualifying FMLA leave. The medical documentation described in this policy will not be requested when an employee uses FMLA leave (including intermittent leave) following the initial certification process; however, UAC reserves the right to use the FMLA's recertification process. Employees are urged to consult the Employee Handbook or confer with the office of human resources regarding any questions they may have regarding leave under the FMLA or as a reasonable accommodation under the Americans with

Disabilities Act.

MATERNITY LEAVE

Employees may elect to take paid parental leave under University Board Policy 420.2.

LEAVE WITHOUT PAY

The President of the University of Arkansas System, upon the recommendation of the UA Cossatot Chancellor may grant an employee's written request for a leave-of-absence without pay pursuant to University Board Policy 420.6.

Employees may be dismissed if they fail to report to work promptly at the expiration of the period of leave without pay; however, the college may accept satisfactory reasons provided by the employee in advance of the date to return to work and extend the leave period accordingly.

BEREAVEMENT LEAVE

Full-time employees may utilize sick leave due to the death or serious illness of a member of the employee’s immediate family pursuant to University Board Policy 420.3.

COURT AND JURY LEAVE

Any employee who serves as a witness, juror, or party litigant in any civil or criminal court proceeding is entitled to receive normal and full compensation, if the matter is within the employee’s scope of state employment. Annual leave must be utilized if the court proceeding is personal in nature.

MILITARY LEAVE

Requests for military leave by UA Cossatot employees will be granted pursuant to University Board Policy 420.4.

EDUCATIONAL ACTIVITY LEAVE

Full-time employees are entitled to eight (8) total hours of leave pursuant to University Board Policy 420.7. Any unused Educational Leave may not be carried over to the next year and is not compensable to the employee at time of retirement.

Policy History:

November 2, 2026
September 10, 2018 June 19, 2018
November 3, 2014 January 1, 2011
September 27, 2010 May 23, 2005
July 1, 2001

PROCEDURE: 430-1

ACCURAL OF ANNUAL LEAVE

Procedures:

1. Any full-time employee working in a regular salary position will accrue annual leave in the same proportion as time worked. (Employees who work in Faculty and Instructional positions do not earn Annual Leave.)

2. A regular 40 hour per week employees will earn ten (10) hours of annual leave per month beginning on their hire date. Full-time employees working less than 40 hours per week, will earn a pro-rated share of the ten (10) hours per month to be calculated by the Human Resource Department.

3. Full-time employees who remain with the college for a prolonged period, will begin to accrue more annual leave upon certain anniversary dates. Eligible, exempt employees hired or moved into their position before January 1, 2025, shall accrue annual leave at the current rate of 15 hours per month. The rates of annual leave accrual listed below will be followed for all other eligible employees:

Years of Employment	Monthly	Annually
Through the first year	10 hours	120 hours
Through the second and third years	12 hours	144 hours
Through the fourth and fifth years	14 hours	168 hours
Upon completion of the fifth year	15 hours	180 hours

4. Annual leave accrued during a calendar month is not considered to be earned by an active employee until the last working day of the month. Annual leave must be earned before it can be used.

5. Newly hired full-time employees will accrue the full amount of monthly leave if employed on the first working day of the month. Employees hired after the first working day of the month, but on or before the 16th of the month, will accrue half their monthly leave amount.

6. Terminated employees who work through the 15th of a month, will accrue half their monthly leave amount, and employees who work through the end of the monthly will accrue their full monthly leave amount.

7. Employee's annual leave is cumulative. But employees cannot exceed 240 hours (30) days of accumulated leave on December 31st of each year. Accrued leave may exceed 240 hours during the calendar year, but those hours in excess of 240 hours-at the end of December will be forfeited. Employees who have more than 240 hours at the end of the calendar year

may donate their excess leave to the Office of Personnel Management Catastrophic Leave Bank by completing a donor application located in the human resource office.

8. Employees will continue to earn annual leave at their normal accrual rate while they are using their leave.

9. Employees will not accrue leave while in a “leave without pay” status for 10 or more cumulative days within a calendar month.

Procedure History:

October 26, 2026
November 1, 2013

PROCEDURE: 430-2

USE OF ANNUAL LEAVE

Procedures:

1. Employees may request to use annual leave at any time via Workday. Supervisors may grant the leave request at such time that will cause the least disruption for the efficient operation of the college. The supervisor will either approve or disapprove the leave.

2. Employees must submit a Leave Request via Workday to their immediate supervisor or another appropriate supervisor if necessary. Annual leave must be requested in advance of being used, unless used in an emergency situation.

3. Employees and/or Supervisors must verify prior to submission that employees have the appropriate amount of available leave time before the request is forwarded to the Payroll Office for processing.

4. Employees may use their annual leave in 15 minute increments. No smaller amounts shall be used.

Procedure History:

October 26, 2026
November 1, 2013

PROCEDURE: 430-3

ANNUAL LEAVE AT TERMINATION

Procedures:

1. Employees who terminate employment with the college are entitled to be compensated for any unused Annual Leave and Holiday Leave that they have accrued up to 240 hours.

2. Upon termination, the Human Resource Department will verify the accrued leave balance with the Payroll Office and calculate the amount of the Lump Sum Leave Payment using the employee's current hourly rate.

3. The Lump Sum Payment amount must then be submitted for approval to the Supervisor, the Vice Chancellor for Business Services, and the Chancellor before forwarding to the Payroll Office for Processing.

4. The Payroll Office will then make payment on the Lump Sum Leave on the next available payroll date.

5. No employee receiving such accrued leave compensation shall return to UA Cossatot employment until the number of days for which the employee received such compensation has expired.

6. Employees transferring to another state agency or state institution of higher education may elect to transfer their available leave to their other agency in lieu of Lump Sum Payment as long as there is no break in service.

Procedure History:

October 26, 2026
November 1, 2013

PROCEDURE: 430-4

ANNUAL LEAVE FOR GRANT PERSONNEL

Procedures:

1. All Grant personnel who earn annual leave are encouraged to use their leave each year by the end of their grant year or before the expiration of their current contract or the leave time will be forfeited.

2. In the event of termination, Lump Sum Payment will not be available to Grant personnel.

3. The Chancellor has the sole authority to approve exceptions to this procedure within official rules and regulations of the Grant.

Procedure History:

November 8, 2013

PROCEDURE: 430-5

ACCURAL OF SICK LEAVE

Procedures:

1. Full-time employees working in a regular salary or faculty position accrue sick leave in the same proportion as time worked.

2. Regular 40 hour per week employees begin earning 8 hours of sick leave per month upon their hire date. Faculty members working 30 hours per week will earn 6 hours of sick leave per month for each month of their contract. Other Full-time employees, who work less than 40 hours per week, will earn a pro-rated share of the 8 hours per month calculated by the Human Resource Department.

3. Sick leave accrued during a calendar month is not considered to be earned by an active employee until the last working day of the month. Leave must be earned before it can be used.

4. Newly hired employees will accrue the full amount of monthly leave if employed on the first working day of the month. Employees hired after the first working day of the month, but on or before the 16th of the month, will accrue half their monthly leave amount.

5. Terminated employees working through the 15th of a month accrue half their monthly leave amount. Employees working through the end of the month accrue their full monthly leave amount.

6. Sick leave is cumulative. Maximum accrual is 960 hours by December 31st of each year. Accrued sick leave may exceed 960 hours during the calendar year, but hours in excess of 960 at the end of December will be forfeited or can be donated to the Office of Personnel Management Catastrophic Leave Bank by completing a donor application located in the human resource office.

7. Employees continue earning sick leave at their normal accrual rate while they are using their leave.

8. Employees will not earn leave while in "leave without pay" status for 10 or more cumulative days within a calendar month.

Procedure History:

October 26, 2026
November 8, 2013

PROCEDURE: 430-6

USE OF SICK LEAVE

Procedures:

1. Employees may request to use sick leave for illness or for medical dental, or optical treatment. Employees may use sick leave in the event of serious illness or the death of an immediate family member. Immediate family is defined as: Spouse, Child, Father, Mother, Brother, Sister, Grandparents, In-Laws, or any individual that the employee is deemed to be acting as a Parent or Guardian.

2. Employees must complete and submit a Leave Request via Workday to their immediate supervisor or another appropriate supervisor if necessary.

3. Employees and/or Supervisors should verify prior to submission that employees have an appropriate amount of available leave time, before the request is forwarded to the Payroll Office. If sick leave is not available, employees may use Annual Leave, or may be in Leave without Pay status. (Must contact the Human Resource Department in the case of seeking Leave without Pay.)

4. Sick leave may be used in 15 minute intervals. No smaller amounts shall be used.

5. Employees using sick leave for three (3) or more consecutive days must furnish documentation from a healthcare provider (Employees meeting certain criteria may be entitled to FMLA. See policies and procedures for FMLA.)

Procedure History:

October 26, 2026
November 8, 2013

PROCEDURE: 430-7

BEREAVEMENT LEAVE

Procedures:

1. Employees may request to use sick leave for the death of an immediate family member. Immediate family is defined as: Spouse, Child, Father, Mother, Brother, Sister, Grandparents, In-Laws, or any individual that employees deem to be acting as a Parent or Guardian.

2. Employees must complete and submit a Leave Request via Workday to their supervisor.

3. When finalized, leave requests will then be forwarded to the Payroll Office for processing.

Procedure History:

October 26, 2026
November 8, 2013

PROCEDURE: 430-8

COURT/JURY LEAVE

Procedures:

1. Employees are encouraged to participate in the judicial system. Therefore, college employees called for jury duty or to serve as an expert witness pertaining to their state employment are not required to utilize their annual leave as long as the court appearance is not personal in nature.

2. Employees being paid by the court system and not utilizing Annual Leave must surrender any payment for court appearances to the college. Payments must be submitted to the Business Office and receipted back to the Employee budget appropriately.

3. Payments for mileage do not have to be surrendered as long as the college is not reimbursing the employee for mileage due to a court appearance on the college's behalf.

4. Employees on Court/Jury Leave must still complete and submit Leave Requests via Workday to be forwarded to the Payroll Office for record keeping purposes.

5. Employee making court appearances that are personal in nature, must utilize Annual Leave.

Procedure History:

October 26, 2026
November 8, 2013