



WCCA Board of Governors' Policy

Title:	Leave
Division:	Human Resources
Category:	Personnel
Reference:	Nebraska Wage Payment and Collection Act Board Policy 418 (Work Week) Board Policy 420 (Family and Medical Leave Act) Family Medical Leave Act Fact Sheet 28B Current Nebraska Western College Education Association and Western Community College Area Board of Governors Negotiated Agreement
Number:	BP-417
Date of Approval:	April 16, 2025
Approval:	John P. Stinner, Chair, WCCA Board of Governors

Purpose

To describe the types of and eligibility for leave available to employees of Western Nebraska Community College.

Scope

This policy impacts all classifications of employees at WNCC, but not all employees are eligible for all types of leave. Eligibility is detailed for each type of leave established in this policy.

Definitions

APS – Administrative, professional, and support staff employees.

Employee Leave Year – When applicable, the employee leave year shall be defined as September 1 through August 31 of each year for employee leave, including but not limited to vacation, sick

leave, personal leave, non-FMLA military leave, or other leave that is recorded, calculated, and maintained on an annual basis. For the purposes of earning and accruing leave, calculating leave balances, calculating leave earning and accrual maximums, and starting new yearly accruals this established year shall be utilized.

In Good Standing – Any employee that is fulfilling their job requirements and has satisfactory performance evaluations with no “needs improvement” status.

Work Week – As established in BP-418, the work week for employees is based on 39 hours per week. Leave hours will be applied in such a manner as to fulfill an employee’s commitment to the 39-hour work week. Leave hours will be removed/reduced from any week that exceeds 39 hours.

Policy

WNCC recognizes that family or individual circumstances, official judicial or military obligations, and/or professional growth opportunities may require absence from the workplace. The College’s leave policy provides diverse types of leaves of absence for employees to attend to personal and professional obligations and to pursue a healthy work-life balance.

A. Employee Responsibility

Leaves are to be used for the intended purpose as defined in the policy. Employees are expected to manage the use of leave in such a way as to be prepared to deal with personal needs, family emergencies, and lengthy illnesses without exceeding accrued leave.

B. Negative Balances

No employee will be allowed to run accrued leave balances in the negative for personal, sick or vacation leave. If all viable leave options have been exhausted, an employee should contact Human Resources to discuss options.

C. Expectations of Attendance

In support of employee needs, the College will attempt to approve all leave requests submitted by employees. However, the College must always maintain adequate staffing. Leaves must be scheduled in advance and with prior approval of the employee’s supervisor. Occasional blackout periods may occur during busy times or during special projects when employees may not be allowed to use leave time except where leave is required by law. Supervisory discretion is applied to leave requests.

Any absence from work must be reported directly to the immediate supervisor or designee. It is the responsibility of the supervisor to determine the method for reporting the absence and regulating the application of the type of leave used. Regular and reliable attendance is an essential function of all positions. Excessive absences and tardiness could lead to disciplinary action.

D. Leave While on FMLA

Holiday leave may not be used to extend FMLA leave. When a holiday falls during a week in which an employee is taking FMLA for the whole week, the whole week is counted as FMLA leave (e.g., sick, vacation, or personal leave).

Types of Regular Leave

Bereavement Leave

Definition: Paid time off for employee absences related to the death of immediate family members and non-family members.

Eligibility: This policy applies to all full-time administrative, professional, and support staff. Full-time faculty shall refer to the current Negotiated Agreement.

Application: The maximum number of bereavement-leave days that an employee shall be authorized in any leave year is ten (10) eight-hour days. Paid bereavement leave will be granted according to the following conditions:

- a. *Bereavement Leave for an Immediate Family Member:* When a death occurs in an employee's immediate family, a regular full-time employee may take up to five (5) days with pay to support the grieving process, including planning and attending the funeral. Immediate family members are defined as an employee's spouse, domestic partner, parent, grandparent, child, grandchild, sibling, mother-in-law, father-in-law, brother-in-law, sister-in-law, son-in-law, daughter-in-law, aunt, uncle, niece, nephew, and these family members with the same relationship to the employee's spouse or domestic partner. Adopted, half, foster, and step-members or any other relative who has been a permanent resident of the employee's home are also considered immediate family members.
- b. *Bereavement Leave for Non-Family Member:* A regular, full-time employee may take up to one half (1/2) day off with pay to attend the funeral of a close friend or non-family member provided such absence from duty is authorized by the employee's supervisor and will not interfere with normal operations of the College. This time off will be considered by the employee's supervisor on a case-by-case basis.

Approval Process: Notification to supervisor is required. Bereavement leave will normally be granted unless there are unusual business needs or staffing requirements. An employee may, with supervisor's approval, use any available vacation or personal time for additional time off, as necessary.

Other: The College may require verification of the need for the leave. Additionally, the supervisor shall confirm that the time is recorded by the employee on the institutional leave system.

Community Service Leave

Definition: Paid leave to allow employees to become volunteers, members of, or be appointed to community service organizations or public service boards/committee/commissions/councils that enhance and serve the communities in which they live and work. The intention of this program is to create community engagement opportunities for employees that are meaningful, purposeful and help those in need. At the same time, the College recognizes that participating in these activities will also enrich and inspire the lives of employees.

Eligibility: This policy applies to all full-time administrative, professional, and support staff, in good standing. Faculty shall refer to the current Negotiated Agreement.

Application: Up to six days per year (48 hours) may be granted for APS employees.

Approval Process: Employees should request approval from their supervisor at least one (1) week before the requested time off. The supervisor should consult with Human Resources regarding any questions or concerns before approving or denying the request. Approval is at the discretion of the employee's supervisor.

Other: The College reserves the right to modify, amend, suspend, or discontinue this program at any time, without prior notice. The College also reserves the right to revoke approval if it is felt that the employee is misusing the program. Community Service Leave may not be used for organizations that discriminate based on race, color, religion, national origin, sex or gender, age, disability, marital status, military veteran status, sexual orientation, gender expression/identity, or political affiliation.

Emergency Leave

Definition: Paid leave authorized during emergencies to allow employees to follow appropriate health and safety guidelines in times of emergency. Examples of when the EMER code may be used include, but are not limited to:

- An employee or family member is ill, quarantined, or isolated.
- An employee needs to help with a local health emergency or other disaster. (e.g., firefighting, flood prevention, evacuating or recovery of property/livestock when evacuation orders are in place).
- An employee's child's school or daycare is closed due to a local health emergency, pandemic, epidemic, or other emergent situation.

In some cases, dependent upon source and availability of funds and duration of emergency, the EMER code may be used to ensure continuous pay, but there may be a reconciliation against sick/personal/vacation leave balances after the fact.

Eligibility: This policy applies to all employees, including part-time, adjunct, probationary, and student workers who are eligible for a prorated amount of time based on their regularly scheduled hours or pay.

Application: The President authorizes emergency leave on an institutional or case-by-case basis. The President will determine and authorize the communication of the details regarding pay and required leave usage.

Supervisors are responsible for ensuring proper use of this leave. In situations where EMER is time limited and normal leave balances are subsequently exhausted, supervisors must contact Human Resources. If leave balance reconciliation is required, Human Resources and Payroll will reconcile balances when normal business operations resume.

Approval Process: When the President declares such an event, WNCC's emergency leave code (EMER) will be activated to track and identify the effects of the event.

Because of the fluid nature of emergency situations, the President has the authority to interpret or revise emergency leave as needed.

Jury Duty

Definition: Paid leave to allow employees to fulfill their civic responsibility.

Eligibility: This policy applies to all WNCC employees, including part-time, adjunct, probationary, and student workers.

Application: Leave with pay shall be authorized for any employee who is officially required to report for jury duty or who is subpoenaed in litigation to which they are not a party, except litigation to which the employee is a party by reason of their employment with the College. Paid leave will be limited to regularly scheduled hours.

Approval Process: Prior notification of jury duty to the supervisor is required. Official documentation must be submitted to Human Resources before leave is taken.

Other: The employee is not required to submit any money to WNCC that they receive from the court/attorney.

Military Leave

Definition: Paid leave for employees who perform military duties in support of civil authorities in the protection of life or property or who perform military service because of a call or order of duty.

Eligibility: This policy applies to all full-time employees who are called to military service, training, or reserve duty.

Application: Leave will not exceed 15 working days per year when summoned for military duty. Full-time employees shall be paid their regular pay in addition to any pay they receive from the state or federal government for their service.

Approval Process: Notification to supervisor is required. Official documentation must be submitted to the Human Resources office prior to leave.

Other: Extended leave without pay and benefits may be granted to an employee who is involuntarily summoned for military duty in case of local, national, and international emergencies in accordance with leave rights prescribed by state and federal laws.

For issues not addressed in this policy, the College follows USERRA and Veterans' Re-Employment Rights Law. Human Resources should be consulted regarding specific employment rights under these provisions.

Personal Leave

Definition: Paid leave to allow employees to conduct unexpected personal business without loss of pay.

Eligibility: This policy applies to all full-time administrative, professional, and support staff. Faculty shall refer to the current Negotiated Agreement.

Application:

- Administrative staff will receive four (4) days per year, beginning September 1 of each plan year.
- Professional staff will receive three (3) days per year, beginning September 1 of each plan year.
- Support Staff will receive two (2) days per year, beginning September 1 of each plan year.

Approval Process: Notification to a supervisor is required. If possible, such notice shall be given a minimum of two days prior to the requested date.

Other: Personal leave hours are not accrued on an annual basis. Unused hours as of August 31 of each plan year will be forfeited. If an APS employee separates from WNCC, unused personal leave hours in the current plan year will be paid to the employee at their current hourly rate.

Professional Development Special Activity Leave

Definition: Partially paid leave that allows full-time employees to take up to 12 months of continuous leave to pursue additional education at an accredited institution of higher learning or to pursue specialized training to enhance their skills all in support of the vision, mission, and goals of the College. Faculty should refer to the current Negotiated Agreement.

Eligibility: This policy applies to administrative, professional, and support staff with six (6) years of full-time continuous service. Faculty shall refer to the current Negotiated Agreement

Application: See Administrative Procedure 417.02 (Professional Development Special Activity Leave) for further information.

Approval Process: See Administrative Procedure 417.02 (Professional Development Special Activity Leave) for further information.

Other: The Board will determine the number of sabbatical leaves to be granted each year. Limitations exist on the amount of additional compensation that can be earned while pursuing a professional development special activity, and the employee is required to return to the College to work for a specified period dependent upon the length of the leave.

Sick Leave

Definition: Paid leave to address issues related to a routine medical visit, personal illness or a condition resulting from an accident or disability (including pregnancy-related medical conditions), or issues related to a routine medical visit or serious illness or condition resulting from an accident or disability for a member of the immediate family.

As defined by the Family Medical Leave Act Fact Sheet 28B, immediate family is defined as spouse, partner, parent (or person who stood in loco parentis), and child(ren) including those based on an in loco parentis relationship.

Eligibility: This policy applies to all full-time administrative, professional, and support employees. Faculty shall refer to the current Negotiated Agreement.

Application: All full-time APS employees receive twelve (12) days sick leave per year, earned at a rate of one (1) day per month for each month worked. Sick leave may be accrued to a maximum of 90 days.

Approval Process: The use of sick leave must be approved through the established reporting channels. Supervisors should be informed as soon as possible of leave related to illness or accident.

Other: Upon being absent for three days, an employee must produce a doctor's note to return to work. If unable to return to work after three days, the employee should contact the Human Resources Office to discuss options provided under the Family Medical Leave Act (FMLA).

If an employee is required after ninety (90) calendar days to implement the long-term disability plan, the College will grant sick leave up to the date that the long-term disability plan goes into effect.

The College reserves the right to request, for any sick leave taken, a certification from a physician stating that the employee is incapacitated from performing their duties.

An employee utilizing sick leave is expected to return to work when their health permits. Further, if there is reasonable cause to believe that the employee's health and/or the health and/or safety of other individuals would be endangered by resuming or continuing assigned duties, the employee may be required to obtain a physician's verification that they are physically able to perform assigned duties.

Sick Leave hours may be transferred to another full-time employee following the Administrative Procedure 417.01 (Transfer of Sick Leave).

Vacation Leave

Definition: Paid leave to provide employees the opportunity to have leisure time and attend to non-work-related matters.

Eligibility: This policy applies to all full-time administrative, professional, and support staff.

Application: Full-time APS employees shall begin earning vacation leave on the first day of employment and end earning vacation leave on the last day of employment. Full-time APS employees shall accrue vacation leave hours as follows:

- **Administrative:** 13.3300 hours per month for every full month of service worked with a maximum accrual of 400 vacation hours. Employees will not accrue any additional vacation leave until their balance drops below 400 hours.
- **Professional – Exempt (salaried):** 10.000 vacation hours per month for every full month of service worked with a maximum accrual of 320 vacation hours. Employees will not accrue any additional vacation leave until their balance drops below 320 hours.
- **Professional – Non-Exempt (hourly):** 0.0592 vacation hour per hour for every hour of service worked with a maximum accrual of 320 vacation hours. Employees will not accrue any additional vacation leave until their balance drops below 320 hours.
- **Support Staff:** Vacation leave accrual is dependent upon years of service.
 1. **0 – 7 years:** 0.0394 vacation hour per hour worked for every hour of service up to the 7th year anniversary day of employment, with a maximum accrual of 160 vacation hours. Employees will not accrue any additional vacation leave until their balance drops below 160 hours.
 2. **7 – 9 years:** 0.0433 vacation hour per hour worked for every hour of service after the 7th year anniversary day of employment to the 9th year anniversary of employment,

with a maximum accrual of 176 vacation hours. Employees will not accrue any additional vacation leave until their balance drops below 176 hours.

3. **9 – 11 years:** 0.0473 vacation hour per hour worked for every hour of service after the 9th year anniversary day of employment to the 11th year anniversary of employment, with a maximum accrual of 192 vacation hours. Employees will not accrue any additional vacation leave until their balance drops below 192 hours.
4. **11 – 13 years:** 0.0512 vacation hour per hour worked for every hour of service after the 11th year anniversary day of employment to the 13th year anniversary of employment, with a maximum accrual of 208 vacation hours. Employees will not accrue any additional vacation leave until their balance drops below 208 hours.
5. **13 – 15 years:** 0.0552 vacation hour per hour worked for every hour of service after the 13th year anniversary day of employment to the 15th year anniversary of employment, with a maximum accrual of 224 vacation hours. Employees will not accrue any additional vacation leave until their balance drops below 224 hours.
6. **15+ years:** 0.0592 vacation hours per hour worked for every hour of service after the 15th year anniversary day of employment, with a maximum accrual of 240 vacation hours. Employees will not accrue any additional vacation leave until their balance drops below 240 hours.

Approval Process: WNCC will attempt to grant all eligible employees vacation leave at the time they desire to take it. However, departments and divisions must maintain adequate staffing. Therefore, vacations must be scheduled in advance and with prior approval of the employee's supervisor/s. Some departments and divisions may establish blackout dates for any employee vacation to meet institutional needs.

Other: APS employees separated from WNCC for any reason will receive pay for the unused balance of vacation leave.

Procedures

The College President shall promulgate such procedures as may be necessary for the implementation of this policy

Revising this Policy

This Board Policy supersedes any prior WNCC policy, procedure, guideline, or handbook on this subject matter.

If statutory provisions, regulatory guidance, or court interpretations change or conflict with this Board Policy, the Board retains the right to revise accordingly and for the changes to take effect immediately.

Original Adoption Date (and Board of Governor’s Minutes Item Number):

April 16, 2025, Item H (2, a)

Revision Date (and Board of Governors’ Minutes Item Number):

Prior Policy Number:

415.0390.03 – Employee Leave Year
415.0900.79 – Jury Duty
415.1600.06 – Transfer of Sick Leave between Employees
420.0400.79 – Absence (Support Staff)
420.0800.16 – Vacation Leave (Full-Time Support Staff Only)
420.0850.86 – Vacation, Required (Full-Time Support Staff Only)
420.1075.14 – Leaves: Employee Responsibility
420.1100.14 – Sick Leave (Full-Time Support Staff Only)
420.1200.79 – Personal Leave (Full-Time Support Staff Only)
420.1400.14 – Bereavement Leave (Full-Time Support Staff Only)
420.1500.15 – Community Service Leave (Full-Time Support Staff Only)
420.1600.86 – Leave of Absence
420.1800.79 – Military Leave
420.1900.82 – Political Leave (Full-Time Support Staff Only)
425.1075.14 – Leave: Employee Responsibility
425.1100.14 – Sick Leave
425.1200.86 – Personal Leave
425.1400.14 – Bereavement Leave
425.1500.86 – Community Service Leave
425.1600.86 – Leave of Absence
425.1700.81 – Sabbatical Leave (Full-Time Faculty Only)
425.1800.79 – Military Leave
425.1900.86 – Political Leave
435.1075.14 – Leave: Employee Responsibility
435.1100.14 – Sick Leave
435.1200.86 – Personal Leave
435.1400.86 – Bereavement Leave
435.1500.86 – Community Service Leave
450.1075.14 – Leave: Employee Responsibility

450.1100.14 – Sick Leave (Full-Time Employees Only)
450.1200.86 – Personal Leave (Full Time Employees Only)
450.1400.14 – Bereavement Leave (Full-Time Employees Only)
450.1500.79 – Community Service Leave (Full-Time Employees Only)
450.1600.79 – Leave of Absence
450.1700.81 – Sabbatical Leave (Full-Time Employees Only)
450.1800.79 – Military Leave
450.1900.86 – Political Leave (Full-Time Employees Only)
450.2000.16 – Vacation Leave (Administrative-Salaried)
450.2025.16 – Vacation Leave (Professional-Hourly)
450.2030.16 – Vacation Leave (Professional-Salaried)
450.2050.86 – Vacation, Required (Full-Time Employees Only)
Appendix C-2-81 – Sabbatical Leave Procedures

Schedule for Review:

Divisions/Department Responsible for Review and Update: Human Resources

Sponsoring Division/Department: Human Resources

Repeal Date:

Cross Reference:

Procedure(s) for Policy:

Related Policies/References: