

ARTICLE 21 - LEAVES WITH PAY

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21.2 Emergency Leave

- 21.2.1 In case of death, serious illness or accident in the employee's immediate family, the employee shall be granted up to five (5) days leave with pay.
 - 21.2.2 For the purposes of this Article, immediate family includes: parents (including step), spouse or domestic partner, children (including step and foster), siblings, mother- or father-in-law, son- or daughter-in-law, sister-in-law, brother-in-law, grandparents, grandchildren, **great-grandparents, great-grandchildren, aunts, uncles, cousins**, members of the immediate household whose official residence is the same as that of the employee, persons for whom the employee is legally responsible, and persons who are dependent upon the employee for care. **Step, foster, and in-law relationships great, and great-great shall be included for all categories above. Step and in-law relationships shall be inclusive of non-married domestic partners of any gender.**
 - 21.2.3 The employee shall provide the earliest possible notice of his/her absence to the College and following his/her return to duty, he/she may be required to submit written validation of the reason or the leave.
 - 21.2.4 It is here explicitly recognized that when an emergency renders an employee incapable medically or emotionally of working, sick leave may be used.
 - 21.2.5 ***In the case of both serious illness and death, the employee shall be granted up to five (5) additional days leave with pay for bereavement upon notice to their manager.***
- 21.3 **Personal Leave.** Contracted faculty shall be granted up to three (3) days, to be used in one-half day increments based upon FTE, personal leave with pay to be used subject to the conditions outlined below in 21.3.1 – 21.3.3.
- Part-time faculty who are actively assigned to teach starting in Fall term shall be granted one (1) day (8 hours), to be used in one-half day increments, personal leave with pay. Part-time faculty who do not start teaching until Winter or Spring terms in a given year shall be granted one-half (1/2) day (4 hours) personal leave with pay, to be used in one-half day increments. Personal leave with pay is to be used subject to the conditions outlined below in 21.3.1 – 21.3.3.

- 21.3.1 At least two (2) days notice is given prior to taking personal leave. Exceptions may be allowed by the College when circumstances make prior notice impractical.
 - 21.3.2 Personal leave is not intended to be used for Association business.
 - 21.3.3 Personal leave is not intended to be used for recreational purposes or to extend holiday or vacation periods unless required by personal business.
 - 21.3.4 ***The value of unused personal leave (i.e. hourly salary times number of hours of unused personal leave) shall be reimbursed to faculty members at the end of each academic year. Reimbursement shall be limited to the maximum number of hours allowed for reimbursement of unused vacation or personal leave for any other college employee group or employee.***
- 21.4 **Return From Paid or Unpaid Leaves.** The College shall not be obligated to return an employee from leave at any time except as agreed to at the time the leave was granted.