

Reporting Codes

Vacation leave is available for eligible employees to rest, relax, and pursue special interests. There is no vacation maximum accrual. Vacation leave is not available for use by new hires until completion of the 180-day probationary period. Refer to the Employee Handbook for additional Vacation Leave details.

Sick leave can be used for employees to attend medical or dental appointments that have to be scheduled during working hours. For additional sick leave uses, please refer to the Employee Handbook (pages 56-58). Sick leave is not available for use by new hires until the 90th day of employment. The maximum accrual is 480 hours.

Holiday Pay Each fiscal year the College announces the observed holiday schedule. Eligible employees who observe the designated holiday(s) should note the day(s) as “HOL” in the “Other” column on their monthly payroll report.

Personal Holiday Benefit eligible employees who have completed their first 180 days of probationary status employment may at the discretion of the College, receive floating holiday time if issued.

Jury Duty is paid up to ten (10) days within one calendar year. At the completion of service, the employee is required to submit the attendance slip to the Payroll Office.

Bereavement Leave the College will pay for up to 5 workdays due to the death of a child, spouse, domestic partner, parent, sibling, grandchild, grandparent or immediate in-law or step-related immediate family member.

Reproductive Loss Employees are eligible for up to 5-days time-off for a reproductive loss event. In most cases, leave must be taken within three months of the event and can be taken intermittently. Reproductive loss is an unpaid leave, sick leave may be used if the employee wishes to receive pay for time off. Reproductive loss is defined as a failed adaption, failed surrogacy, miscarriage, stillbirth, or an unsuccessful assisted reproduction of an employee, spouse or domestic partner.

Leave Without Pay is recorded when the employee is not eligible for or has unavailable “Vacation,” “Sick,” or “Personal Holiday” accruals. Time off will be unpaid.