



Policy Title Employee Leaves Policy	Original Adoption Date 5/21/1970	Policy Number HR-196
Responsible College Division/Department Human Resources	Responsible College Manager Title Vice President of Human Resources and Talent Development	

Policy Statement

The college provides a plan for leaves that provide time off for personal/family illness, personal business, and emergencies.

Short-term absences for necessary and justifiable reasons will be approved by the employee's manager. Requests for long-term leaves must be submitted to the manager and the Human Resources designee for processing. Human Resources/Payroll can assist in clarifying questions about what constitutes leave activities. After the third day of consecutive absences, a medical excuse may be required.

Paid Leave of Absence (PLOA) is available to full time instructors, managers who work a base schedule of at least 1,040 hours each fiscal year, and to support employees who work a base schedule of at least 1,200 hours each fiscal year.

Annual Earnings:

Managers: 120 hours
Support Staff: 116.25 hours
Faculty: 110 hours

Maximum Cumulative Earnings:

Managers: 960 hours (120 days)
Support Staff: 930 hours (120 days)
Faculty: 880 hours (110 days)

Note: Leave earnings are based on benefit percent (scheduled hours/maximum hours of group). The employee individual leave balances are available on the Electronic Timesheet system.

PLOA will become available on the first day of the fiscal year without loss of compensation.

First year staff will receive prorated PLOA effective on the first day of employment. A salary reduction will be made for staff terminating prior to earning PLOA already used.

Note: There is no post-termination value with this benefit.

PLOA which is to be used for scheduled hours only, includes:

- Absence due to illness or medical/dental appointments of the staff member or family member (see definition of family below).
- Absence due to preparation for or attendance at the funeral leave of a family member (see definition of family below) or someone held in mutually-acknowledged relationship, related by blood or not. The length of time should be reasonable with the circumstances, at the staff member's discretion
- Birth or adoption of a child

Definition of family. For purposes of leaves for illness and medical/dental appointments, the "family" consists of the staff member's spouse, children, stepchildren, parents, stepparents, siblings, parents-in-law, grandchildren, grandparents and grandparents-in-law and any person living at the staff member's



home receiving emotional and financial support whether related by blood or not, who is considered by the staff member as a lifelong family member. This definition of family does not include acquaintances, friends or roommates.

Personal Leave for Management and Support Staff: eligible for up to four days of paid personal leave (deducted from PLOA). This will be available in quarter (1/4) hour increments for support and in half (1/2) days for management when requested for personal issues that cannot reasonably be conducted outside of the staff members work day such as:

- family graduations and/or marriages
- appointments such as legal, financial, and business
- special school events that are only scheduled during work hours
- home appliance, equipment, or structural problems
- car malfunctions
- school closings (between Christmas and the New Year holiday)
- inclement winter weather conditions
- Funeral Leave (for non-family members)

Prior approval by manager is required. Personal leave will be limited to the accumulation of four days.

Personal Leave for Faculty: eligible for 16 hours of paid personal leave with no reason required. This will be available in one (1) hour increments. Can be used for instruction or non-instructional instructional assignments but the assignments/time cannot be made up.

Manager must be notified when using personal leave. Personal leave will be limited to the accumulation of 2 days.

Disability Leave: Time off may be granted for medically necessary leaves of absence (this includes pregnancy leave), and the staff member will be compensated for the period of actual disability in accordance with the PLOA policy and long-term disability benefit plan. The Human Resources Department will be notified immediately when the medical leave becomes known.

Military Leave: See Military Leave policy.

Leave of Absence Without Pay: Time off may be granted to the staff member. The leave will be requested in advance, mutually agreed on by the employee and the manager, and approved by the Human Resources designee. Unpaid leave may be taken in quarter (1/4) hour increments for support staff and in whole day increments for management staff.

Jury Service: Employees subpoenaed to serve as jurors or witnesses will be paid their regular salary and will turn over to the college any monies, excluding mileage allowance, received for such services providing the manager and the Human Resources Department are notified immediately about the impending juror's schedule.

Voting: Employees may be allowed sufficient time off with pay to vote in national, state, and local elections. Employees should notify their supervisor prior to the election day if they do not have



sufficient time to vote on their own time.

Job-Related Illness or Injury: Employees who are injured on the job or contact a job-related illness/disease will be afforded medical and compensation benefits under the Worker’s Compensation Act. The staff member is required to complete an Incident Form in the Human Resources Department immediately or within 24 hours of the incident in order that these benefits will be afforded.

The needs of staff members and their families must be balanced with the needs of the workplace in order to promote staff members and families health, resulting in the highest standards of student success.

Quarantine: The employee will be entitled to full pay without loss of accumulated PLOA if the quarantine is imposed as a result of contact brought about in the line of duty. The employee may use accumulated PLOA to cover the absence if quarantined as a result of contact outside the line of duty.

Certification: The College may require an employee to submit medical certification to prove that the employee needs leave for his/her own illness or injury or the illness or injury of a “family” member as defined below.

During extended unpaid leave, certain benefits will continue by law and where waivers of premiums are applicable (see Family and Medical Leave Policy; see each insurance plan document for applicability to waiver of premiums). Those benefits that are not afforded continuation by law will be the employee's full responsibility if he/she wishes to continue and the insurance carrier allows this option. Leave benefits will not be earned during extended unpaid leave; however, previously accumulated leave balances will be retained and activated when the employee returns to work.

The Human Resources Department will make every effort to ensure that benefits afforded to each employee work for them. It is imperative that the Human Resources Department receives timely communication regarding leave and absence requests or benefits may be denied. Each employee is responsible for understanding their benefits and reading, knowing, and following Leaves Procedures.

Reason for Policy

The college provides a plan for leaves that provide time off for personal/family illness, business, and emergencies.

Cross References and Legal Review

Reviewed/Revised: 12/17/70; 7/20/72; 3/19/81; 11/16/89; 5/17/90, 8/21/91; 10/21/92; 8/18/93; 9/21/94; 12/15/94; 12/1/95; 7/1/01; 7/1/02; 7/1/04; 7/1/06; 01/01/07; 7/1/07; 9/27/13; 7/1/14; 3/14/17; 3/13/18; 3/19/19

Legal Reference: Wisconsin Statutes 6.76; 38.28(5); 45.51(1);102.01 et seq.; 756.02

Cross Reference: Family and Medical Leave, LEA/LTC Agreement, Department of Labor

Legal Counsel Review and Approval:

Board Policy: III.A. General Executive Constraint, III.B. People Treatment, III.C. Compensation and Benefits

Definitions



Lakeshore Technical College
Official Policy

See [Employee Leaves Procedure](#);