

# NORTHEAST COMMUNITY COLLEGE POLICY MANUAL

## SECTION 7– HUMAN RESOURCES SUBSECTION 74 – EMPLOYEE BENEFITS - LEAVES

**POLICY NUMBER: BP – 7412**

### **PRESIDENTIAL EARNED ANNUAL LEAVE**

#### **1. POLICY REASON/PURPOSE/INTENT**

To establish the President's earned annual leave.

#### **2. DEFINITIONS**

N/A

#### **3. POLICY**

3.1 The President will earn 20 hours of annual leave beginning the first full month of employment for each month of consecutive full-time service to the College. The cumulative amount of annual leave shall not exceed 360 hours; any amount over 360 hours shall be forfeited. Upon termination of employment, the College shall pay the President his/her earned but unused annual leave on the next regular payday or within two weeks of the date of termination, whichever is sooner.

#### **4. APPLICABILITY**

N/A

**EFFECTIVE DATE:** 02/19/2015

**ORIGINAL ADOPTION DATE:** 12/12/1974 (item #0752)

**REVISION DATE (AND BOARD OF GOVERNORS' MINUTES ITEM NUMBER):** 03/09/1995 (item #7137); 12/10/2009 (item #10560); 08/14/2014 (item #11478); 02/19/2015 (item #11594)

**PRIOR POLICY/PROCEDURE NUMBER:** 4155

**SCHEDULE FOR REVIEW:** 2018

**DIVISIONS/DEPARTMENT RESPONSIBLE FOR REVIEW & UPDATE:** Board/President

**SPONSORING DIVISION/DEPARTMENT:** Board of Governors

**RESCINDED DATE:** none

**LEGAL REFERENCE:** none

**CROSS REFERENCE:** none

**PROCEDURE(S) FOR POLICY:** none

**RELATED POLICIES/REFERENCES:** none

**POLICY KEY WORDS:** president annual leave