



## Talladega College Vacation and Sick Leave Policy & Procedures

**Policy Title:** Vacation and Leave Policy

**Policy Type:** Presidential

**Policy Number:** 02.40.07.01

**Approval Date:** August 18, 2025

**Responsible Office:** Office of Human Resources

**Responsible Executive:** Chief of Human Resources, College President

**Applies to:** All eligible employees

### POLICY STATEMENT

Talladega College provides paid vacation and sick benefits to eligible employees. Regular attendance is critical to carrying out the educational mission of the College. However, the College fully understands that work life balance and its employees' health are equally important to ensure that students are provided a quality education and a healthy learning environment.

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### DEFINITIONS:

**Full time twelve (12) Month Employee:** an employee who works full-time (40 hours per week) twelve (12) months of the year

**Full-time ten (10) Month Employee:** an employee who works only ten (10) months, such as faculty.

**Part-time Employees:** hourly employees who are scheduled to work less than thirty-two (32) hours a week.



Sick Leave: absence with pay due to illness or disability of the employee or immediate family, including illness or disability caused by pregnancy or childbirth period means the employee has demonstrated the ability to perform the job effectively, follow workplace policies, maintain good attendance and conduct, and adapt A successful introductory period-means the employee has demonstrated the ability to perform the job effectively, follow workplace policies, maintain good attendance and conduct and adapted to the organization’s standards.

**ELIGIBILITY & ACCRUAL LEAVE**

**Vacation Leave**

- Full-time employees begin accruing vacation time after completing a successful introductory period and one month of employment.
- Part-time and temporary employees are not eligible for vacation leave.
- Vacation accrual is based on the employee’s length of continuous service:

<b>Length of Service</b>	<b>Total Annual Days</b>	<b>Total Annual Hours</b>	<b>Monthly Accrual Hours</b>
One (1) month up to two (2) years	12	96	8
Two (2) years up to four (4) years	15	120	10
Five (5) years up to ten (10) years	20	160	13.33
Eleven (11) years and up	25	200	16.67

**Accrual Sick Leave**

Zero (0) -one (1) month	Zero
Two (2) Months +	Eight (8) hours Per Month

- Sick Leave: A doctor’s note is required for absences of three (3) or more consecutive days. Contact HR and your supervisor before entering extended leave into the system
- Sick leave shall be used for the following reasons.
  - Illness or injury of the employee.
  - Illness or injury of a member of the employee’s immediate family.
  - Medical or medical related appointments of employee or immediate family members.



- At the discretion of the manager or supervisor, an employee may be required to submit a doctor's signed statement upon returning from leave due to illness.

## **CARRYFORWARD and PAYOUT GUIDELINES**

### **VACATION:**

- Employees may carry forward up to 80 hours of unused vacation to the next fiscal year.
- Upon separation, up to 80 hours of accrued leave may be paid out.

### **SICK:**

- Sick time may be carried forward from year-to-year up to a maximum of ninety days (720 hours)
- Sick leave will not accumulate during leaves of absence, whether with or without pay (vacation periods are considered time worked for purposes of accumulating sick leave). Illness suffered during vacation period is considered vacation time and not sick time.
- Upon the termination or expiration of employment, there will be no compensation for any accrued but unused sick time.

## **LEAVE REQUEST PROCEDURES**

- To ensure consistency and minimize disruption to college operations, follow the steps below:

- **Check Your Leave Balance**

Verify that you have enough time before submitting a request.

- **Submit Leave Request**

**Annual Leave:** Submit via email to your supervisor **at least one (1) week in advance**. Confirm your time away will not interfere with critical college operations.

- **Sick Leave:** Notify your supervisor **immediately** by call or text if you are unable to report to work.

### **Wait for Approval**



- Sick Leave: If you expect to be out for three (3) or more consecutive days, a doctor's note is required. If the absence exceeds this timeframe, contact your supervisor and Human Resources before entering the request into the system.
- Leave must be **approved in writing** (email confirmation) before you are authorized to take time off.
- **Log Leave in Paychex Flex**

After receiving approval, record your leave in the **Paychex Flex system**:

[https://myapps.paychex.com/landing\\_remote/login.do?lang=en](https://myapps.paychex.com/landing_remote/login.do?lang=en)

**Steps:**

Go to **Dashboard > Time Off**

Click **View All**

Click **Request Time Off**

Select **Leave Type**

Enter **Dates and Hours**

Click **Submit**

**⚠** If leave is not approved, **do not proceed** with taking time off. Unapproved absences will be considered **unexcused. Thus, the employee will have leave without pay. There will be other disciplinary actions taking as well, up to termination.**

- **Courtesy Notification**

Send a courtesy email or text to your supervisor the **day before or morning of** your approved absence.

## **LEAVE BLACKOUT DATES**

- Leave should not be approved during the following critical periods:
- -Two (2) weeks before the start of each semester (Fall, Spring, Summer)
- -Key registration periods – limited flexibility; advance approval required



### **Coverage of Departments, Divisions and Duties: Upper-level administrators and supervisors**

- -Designate a point of contact to oversee your area.
- -Inform your direct reports.
- -Set an out-of-office email message with your backup's contact information.

### **CONTACTS**

For questions or clarification, please contact Human Resources.

Thank you for your attention to these procedures and your continued commitment to Talladega College.

### **STAKEHOLDER(S)**

Faculty and staff.

### **PUBLICATION**

This policy shall be widely published and distributed to the Talladega College community. The Director of Institutional Research and Effectiveness and the Chief Marketing and Communications Officer will make every effort to:

1. Communicate the policy in writing, electronically, or otherwise, to the College community within fourteen (14) days of approval.
2. Submit the policy for inclusion in the online Policy Library once the library is uploaded.
3. Post the policy on the appropriate websites; and
4. Educate and train all stakeholders and appropriate audiences on the policy's content, as necessary.
5. Failure to meet the publication requirements does not invalidate this policy.

### **REVIEW SCHEDULE**

Next Scheduled Review: 8/18/2028

Approved date: 8/18/2025

Revision History: N/A

Supersedes: All other policies are rendered void.