A. Attendance

Inasmuch as the service of an executive, administrative or managerial/professional employee is performance and contract based, an executive, administrative or managerial/professional is expected to work whatever hours may be required by the position.

Executive, administrative employees are entitled to observe the holidays observed by the College.

B. Leave – Senior Management (Executive) Positions

On July 1 of each fiscal year, employees whose positions are designated in the Board-approved Salary Schedule as Senior Management shall be credited with 240 hours of annual leave and 96 hours of sick leave. Annual leave credits in excess of 480 hours shall be converted to “Sick 2” leave on an hour-per-hour basis at the close of business on June 30 each year.
If a Senior Management employee has an accumulated sick leave balance of sixty (60) days or more prior to July 1, 2001, sick leave earned after that date may not be accumulated for terminal pay purposes until the accumulated leave balance for leave earned before July 1, 2001, is less than sixty (60) days.

Payment for unused annual and sick leave shall be made upon termination of employment at the employee's hourly rate at the time of separation. Payment shall be made to the employee's beneficiary, estate, or as provided by law if service is terminated by death.

Annual leave is payable up to a maximum of sixty days (480 hours). Sick leave is payable as outlined in Board Policy 04-25.

C. Leave – Select Exempt (Managerial/Professional) Positions

On July 1 of each fiscal year, employees whose positions are designated in the Board-approved Salary Schedule as Select Exempt shall be credited with 176 hours of annual leave and 96 hours of sick leave. Annual leave credits in excess of 480 hours shall be converted to “Sick 2” leave on an hour-per-hour basis at the close of business on June 30 each year.

Payment for unused annual and sick leave shall be made upon termination of employment at the employee's hourly rate at the time of separation. Payment shall be made to the employee's beneficiary, estate, or as provided by law if service is terminated by death.

Annual leave is payable up to a maximum of sixty days (480 hours). Sick leave is payable as outlined in Board Policy 04-25.