



POLICY TITLE

ACCRUAL AND USE OF LEAVE

POLICY NUMBER

2-209

Responsible Office: Human Resources Office	Effective Date: December 13, 2017
Responsible Official: Mary V. Gloston, Interim Chief HRO	Last Reviewed Date: November 10, 2017
Policy Category: Human Resources	Origination Date: January 20, 2015

POLICY STATEMENT

The rules and policies set forth in LCTCS Policy #6.003, Leave Record Establishment and Regulations Established for Unclassified and Non-Civil Service Employees shall be applicable to all Baton Rouge Community College (BRCC) unclassified, non-civil service employees. Classified employees are covered by Civil Service rules and regulations for the State of Louisiana.

LCTCS Policy #6.003 provides information on the accrual of Annual Leave, Sick Leave and Compensatory Leave, where applicable. This policy further authorizes the exemption for use of compensatory leave for Baton Rouge Community College (BRCC) staff. Therefore, in accordance with LCTCS Policy # 6.003, this policy is revised to include and specifically outline the BRCC positions that are exempt from earning compensatory leave at or above the level of Dean; they are: *Chancellor, Vice Chancellor, Chiefs, Executive Director, and Dean*. *BRCC Athletic Director* and *Athletic Coach* are not to be granted compensatory leave.

In addition, by authority of this policy, an exception is hereby established to permit the above referenced employees to be exempt from having to take leave when the college is officially closed.

POLICY RATIONALE AND SCOPE

This policy is established to clearly define those positions excluded from earning compensatory leave at BRCC, and to provide an exception for those positions exempt from having to take leave during college closure at any given time the college is officially closed. This policy is applicable only to the positions noted above.

POLICY AUDIENCE

This policy is effective upon the Chancellor's signature, and is available for implementation upon signature date.

POLICY IMPLEMENTATION, ROLES AND RESPONSIBILITIES

The Human Resources Office shall be responsible for ensuring accurate record-keeping for these employees/positions.

POLICY RELATED INFORMATION

This policy is in compliance with the following rules and regulations:

LCTCS Policy #6.003 Leave Record Establishment and Regulations Established for Unclassified and Non-Civil Service Employees.

POLICY EXCEPTION

Exceptions may be made by the Chancellor of BRCC to any provision of this policy, provided such an exception shall not be in conflict with applicable federal, state and/or local laws, rules policies or regulations of the State Department of Civil Service or LCTCS.

POLICY HISTORY AND REVIEW CYCLE

This policy is revised and shall be reviewed annually.

CONTACT(S)

Any questions regarding this policy should be submitted or referred to the Human Resources office.

POLICY URL

This policy may be found at

http://www.mybrcc.edu/about_brcc/policy_index/human_resources_policy/index.php.

POLICY APPROVAL - APPOINTING AUTHORITY



Larissa Littleton-Steib, Ph.D., Chancellor

12/13/17

Date