



Title of Policy: Leave Benefits Policy

Applies to (check all that apply):

Faculty Staff Students

Division/Department _____ College _____

Topic/Issue:

Review all of the College's leave policies and create new combined leave policy.

Background to Issue/Rationale for Policy or Procedure:

(For procedures, cite appropriate approved College Policy addressed)

The Leave Benefits policy is designed to provide all Fulltime PIN employees with position and salary continuation in the event of any of the following circumstances: annual (vacation), holiday, personal, sick, bereavement, administrative, jury, accident, or attend court as a witness without being penalized.

State/Federal Regulatory Requirements (cite if applicable):

Section 15-108 Education Article, Annotated Code of Maryland.

Policy Language:

It is the policy of Baltimore City Community College to provide all fulltime PIN employees paid leave time for family and personal reasons, vacation, illness (for self or family), bereavement, jury duty, to appear in court as a witness, military leave, or to provide disaster leave service without being penalized.

Proposed Implementation Date:

Upon board approval

Approved by the Board of Trustees: October 27, 2009

Originator/Division: Human Resources/Business and Finance Division