



**NO. 2201 LEAVE BENEFITS**

1.0 POLICY STATEMENT. Oklahoma City Community College (“OCCC”) provides paid leave to employees as follows:

2.0 VACATION LEAVE

2.1 Regular Full-Time Employees (excluding the President) whose positions are regularly budgeted for 2080 hours per fiscal year are eligible for paid vacation leave.

2.2 Paid vacation leave has the following accrual rates based on years of service:

Years of Service	Monthly Accrual Rate
Less than 5	8 hours
5 or more but less than 10	10 hours
10 or more but less than 15	12 hours
15 or more but less than 20	14 hours
20 or more	16 hours

2.3 Definitions. A “Year of Service” is a 12-month period of Regular employment ending on the day before the anniversary of the Service Date. The “Service Date” is an employee’s first date of employment as a Regular Employee adjusted for any breaks in employment as a Regular Employee.

2.4 Vacation leave accrues on the first day of the month following the month for which it is earned.

2.5 The maximum accumulation of vacation leave for an eligible employee is 400 hours. Unused vacation leave up to the maximum accumulation will be paid upon separation from employment as an employee eligible for paid vacation leave.

2.6 Employees shall request vacation leave in advance of use. Supervisors are responsible for approving or denying vacation leave requests.

3.0 PERSONAL LEAVE

3.1 Regular Full-Time Employees are eligible for paid personal leave.

3.2 Eight (8) hours of personal leave accrues on September 1, November 1, February 1, and April 1 of each year. There is no maximum accrual of personal leave.

3.3 Any employee’s banked personal leave as of the revised date of this policy shall be converted back into personal leave.

3.4 Employees may convert up to twenty-four (24) hours of accumulated personal leave to sick leave annually.

3.5 Employees shall request personal leave in advance of use. Supervisors are responsible for approving or denying personal leave requests.

3.6 Unused personal leave is not compensable upon separation from employment at OCCC.

#### 4.0 SICK LEAVE

- 4.1 Regular Full-Time Employees are eligible for paid sick leave. Sick leave may be used by employees when they are unable to work due to physical or mental illness, injury, or health condition; for medical, dental, optical examinations or treatment; or when the employee's exposure to a contagious disease poses a health risk to others in the workplace. Employees may also use this leave for providing medical care for the employee's Family and for bereavement and funerals of the employee's Family and related affairs.
- 4.2 Definitions. "Family" is defined as spouse, civil union partner, domestic partner, significant other, children, grandchildren, parents, grandparents, brothers, and sisters (including step, foster, or in-law relationships) and persons living in the household of the employee.
- 4.3 Employees may use accumulated sick leave for absences from work due to a declared natural disaster that affects the employee, the employee's Family, or property of the employee or Family. A "declared natural disaster" is a natural disaster that causes the Governor of Oklahoma to declare a state of emergency.
- 4.4 Regular Full-Time Employees accrue eight (8) hours of sick leave per month that the employee works or is in paid leave status. Sick leave is available for use the first day of the month following the month for which it is earned. There is no maximum accrual of sick leave.
- 4.5 Any employee's banked sick leave as of the revised date of this policy shall be converted back into sick leave.
- 4.6 Employees are not compensated for accrued unused sick leave upon separation from employment. Any application of unused sick leave towards retirement benefits is governed by the Oklahoma Teachers' Retirement System.
- 4.7 Employees shall request sick leave as soon as is practicable. Supervisors are responsible for approving or denying sick leave requests.
- 4.8 Human Resources may require employees to provide documentation related to their use of sick leave.

Adopted: February 1, 2021