

## West Virginia Northern Community College

### Employee Leave

Rule Number: NC-2006

Effective Date:

Date Approved by WVNCC Board of Governors:

Date Approved by the WVCTCS:

Authority Reference: Title 135, Procedural Rule, WV Council for Community and Technical College Education, Series 38, Employee Leave; Title 133, Procedural Rule, Higher Education Policy Commission, Series 38, Employee Leave.

Replaces Rules: NC-2006 Annual Leave; NC-2007 Catastrophic Leave; NC-2023 Sabbatical Leave; and NC-2025 Sick Leave.

#### **Purpose:**

This rule outlines the guiding principles for annual leave, sick leave, medical leave, funeral leave, catastrophic leave, parental leave, Family Medical Leave Act leave, West Virginia Parental Leave Act leave, personal leave of absence without pay, military leave, special emergency leave without pay, sabbatical leave, Red Cross leave, educational leave, witness and jury leave.

#### **Rule:**

The College will develop procedures to define and administer employee leave, defining eligibility and usage.