NON-BARGAINING UNIT EMPLOYEES
COMPENSATION AND BENEFITS
POLICY 939 (EFFECTIVE 07/01/2015)
FAQ’S

Holidays (Section E)
Personal (Section F)
Vacation (Section G)
Health (Section H)
Supplementary Health (Section I)
Other
**Holidays (Section E)**

**Q:** If I am a regular part time employee, do I get paid for a day the College is closed for an official Board Holiday?

**A:** If you are a regular part time employee who is normally scheduled to work on a day which a Board holiday falls, and your schedule was not adjusted for that holiday week, you will receive holiday pay if you record it on your timecard. If you are not scheduled to work on a day that the College is closed for a holiday, you will not be eligible for holiday pay.

**Examples:**

A. If a Board approved holiday falls on a Thursday and your normal schedule is to work Monday, Wednesday, and Friday, for 6 hours each day, you would not receive holiday pay because you are not normally scheduled to work on the holiday.

B. If a Board approved holiday falls on a Wednesday and your normal work schedule is to work Monday through Thursday, for 6 hours each day, you would receive holiday pay if you record it on your timecard.

C. If a Board approved holiday falls on a Monday and your normal work schedule is Monday through Friday 4 hours a day, but that week your schedule was adjusted to work Tuesday through Friday, 5 hours a day, than you will not receive holiday pay because you are not scheduled to work that on the holiday.

**Personal (Section F)**

**Q:** If I am in my probationary period, can I use Personal Leave?

**A:** Personal time can be used if you are still in your probationary period, as long as you have prior approval from your immediate supervisor.

**Q:** When should I use Personal Leave?

**A:** Non-probationary employees should work with their managers (when feasible) to make sure that there is appropriate staff coverage before requesting Personal time. When applicable, try to schedule appointments so that they create the least disruption for the day. Non-probationary full time employees may use Personal time for reasons such as:

- Family emergency
- Home emergency
- Religious observances
- Pet emergency
• Court/Legal matters
• Funeral (other than immediate family)
• Late to work/Overslept (if over one hour)
• Car Emergency

Q: What if I am out of Personal Leave?
A: If all of your Personal time has been exhausted, time will be deducted from accumulated vacation leave.

Vacation (Section G)
Q: If I am in my probationary period, can I use Vacation Leave?
A: No. Vacation time is available after your introductory probationary period has ended. Classified and Specialists introductory probationary period is 180 days. Special circumstances would need to be reviewed on a case by case basis.

Q: When should I use Vacation Leave?
A: Non-probationary employees should always work with their managers to make sure that there is appropriate staff coverage before requesting Vacation time. When applicable try to schedule appointments so that they create the least disruption for the day. Vacation time can be used for reasons such as:

• Family emergency
• Home emergency
• Religious observances
• Pet emergency
• Court/Legal matters
• Funeral (other than immediate family)
• Late to work/Overslept (if over one hour)
• Car Emergency

Q: What if I am out of Vacation Leave?
A: If all of your Vacation time has been exhausted, time will be deducted from Personal time, if available.
Q: Will I lose any of my Vacation Leave if I don’t use it?

A: Potentially, yes. Each Employee Classification has a vacation carry over cap. Please reference Policy 939, Section G (http://clcweb.clcillinois.edu/exchange/policies.pdf) for Vacation accrual schedules. Employees are encouraged to proactively review their vacation balance along with what is to be earned each year, and schedule enough vacation time during the year to avoid losing any vacation time over the maximum allowed.

Health (Section H)

Q: If I am in my probationary period, can I use Health Leave?

A: Health time can be used if you are still in your probationary period, as long as you have already accrued a balance.

Q: When should I use Health Leave?

A: Employees can use Health time for reasons such as:

- Illness* (Self & Family Member)
- Doctor/Dentist appointments (Self & Family Member)
- Family Medical Leave including Maternity/Paternity leave
- Bereavement time for immediate family (up to five (5) consecutive calendar days, special circumstances will be reviewed on a case by case basis)
  - Enter “B” on your absence form. Time will be deducted from Health time.

When applicable, try to schedule doctor/dentist appointments so that they create the least disruption to the department for the day.

Q: What if I am out of Health Leave?

A: If all of your Health time has been exhausted, time will be deducted from Vacation time, if available.

*See Policy 938 regarding Family Medical Leave Act (FMLA) benefits if you are out of work for your own serious health condition or for caring for a family member’s serious health condition for more than 5 consecutive days.
Supplementary Health (Section I)

**Q: How do I receive a Supplementary Health Leave balance?**

A: Per Policy 939, the College shall grant to each full-time employee with one-year of continuous service to the College in a non-bargaining unit, Board-approved position, a one-time grant of 20 days (160 hours) of supplementary paid health leave. There is no additional earning of Supplementary Health Leave beyond this one-time grant.

**Q: When should I use Supplementary Health Leave?**

A: You may only use Supplementary Health Leave if the need for leave meets all of the following criteria:

1. You have exhausted all other forms of Personal, Vacation, and Health Leave.
2. You will be out for at least ten (10) working days* with an illness or injury that prohibits you from performing your job duties. This illness or injury may need to be verified by a physician.
3. This is only for your own serious health condition, not that of a family member.

Other uses for Supplementary Health Leave would be considered on a case by case basis by Human Resources.

*See Policy 938 regarding Family Medical Leave Act (FMLA) benefits if you are out of work for your own serious health condition or for caring for a family member’s serious health condition for more than 5 consecutive days.

**Other FAQ’s:**

**Q: How do I know how much time I have available?**

A: You can view your available balances through PeopleSoft Self Service.

https://hr1.clcillinois.edu/psp/hr910prd/EMPLOYEE/HCM/?cmd=login

Main Menu ➔ Self Service ➔ Benefits ➔ Leave Balances

Please note that balances may not be up to date if you have submitted an absence form for the current pay period or a late absence form that has yet to be entered.
Q: Which Leave form should I use?

A: Leave forms are available on through the Intranet’s Human Resources Web Page → Human Resources Employee Information → Forms.

http://dept.clcillinois.edu/per/hrlinksnew.html

The forms are broken out by calendar month within the following sections: Facilities/FOP Union; Full Time Faculty; and Non-Union Staff. Please ensure you are using the correct Leave form. Leave forms must be signed and checked by both yourself and your manager and emailed to the absences@clcillinois.edu mailbox. Incomplete forms will be returned.

Once the Absence Management tool has been rolled out these forms will no longer be used. More information on that process will be provided before Absence Management goes live.

Q: What happened to my Discretionary Days and Special Emergency Leave?

A: Discretionary Days and Special Emergency Leave are no longer available as of July 01, 2015. Personal Leave was increased to add two additional days previously allotted to Discretionary. Monthly Health Leave earnings have been enhanced to include additional time previously allotted as Special Emergency Leave.

Q: What should I use for Bereavement time?

A: For immediate family, time will be deducted from your Health leave balance. Please enter a “B” on your absence form. For anyone other than immediate family, you may use Vacation or Personal time.

Q: What should I use for religious observances?

A: For religious observances other than those that are Board Approved holiday’s you should use your Personal time. If your Personal time is exhausted you may use Vacation time.