



# College of The Albemarle Policy

**Policy Number: 3.2.4**

**Pages: 1 of 1**

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**Title: Leave**

**Related Policy and Procedures: Policy 3.1.3 Employment Classifications and Working Hours; Policy 3.2.5 Sick Leave; Policy 3.2.6 Annual Leave; Policy 3.2.7 Educational Leave; Policy 3.2.8 Civil Leave; Policy 3.2.9 Workers' Compensation Leave; Policy 3.2.10 Bonus Leave; Policy 3.2.11 Adverse Weather - Emergency Closings; Policy 3.2.12 Voluntary Shared Leave; Policy 3.2.13 Family Medical Leave; Policy 3.2.14 Child Involvement Leave; Policy 3.2.15 Military Leave; Policy 3.2.16 Bereavement Leave; Policy 3.2.17 Leave Without Pay; Policy 3.2.18 Holidays; Policy 3.2.20 Personal Observance Leave; Procedure 3.2.7.1 Educational Leave; Procedure 3.2.11.1 Adverse Weather - Emergency Closings**

**Division of Responsibility: Human Resources**

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The College president shall be responsible for the administration of the leave program. The College shall maintain leave records for all employees. The College will retain leave records for all separated employees for a period of at least five (5) years from the date of separation or longer as determined by applicable law.

The following types of leave are authorized for the College's eligible employees in accordance with state and federal law and these policies and procedures:

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|---------------------|---|
| Sick Leave          | Voluntary Shared Leave                    |
| Annual Leave        | Family and Medical Leave                  |
| Educational Leave   | Child Involvement/Community Service Leave |
| Civil Leave         | Military Leave                            |
| Workers' Comp Leave | Bereavement Leave                         |
| Bonus Leave         | Leave without Pay                         |
| Adverse Weather     | Holidays                                  |
| Personal Leave      | Personal Observance Leave                 |

Absences from work during scheduled working hours shall be charged to the employee's appropriate leave account.

If an employee is unable to report for work, the employee shall notify the supervisor of the anticipated absence or tardiness as soon as possible stating the reason and the anticipated length of absence.

June 13, 2023

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N/A

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**Date Approved by Board of Trustees**

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**Date of Last Review**

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**Date of Last Revision**